

YOU MUST BE A CURRENT SECURITY ASSISTANT WITH THE DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE SAFETY & SECURITY PROGRAM WITH A MINIMUM OF ONE SEMESTER WORK EXPERIENCE IF YOU ARE APPLYING FOR PROMOTION TO THE SECURITY SUPERVISOR POSITION

Employer: Mr. Brandon Douglas, Residential Life Safety and Security Manager, Department of Housing and Residential Life, Safety and Security Program

Job Description:

GENERAL INFORMATION

Security Supervisors assist the Security Coordinators, Residential Life Safety and Security Manager, and Assistant Director of Residential Life Safety and Security in providing a high quality Safety & Security program aimed at maximizing the safety and security of resident students. The position oversees and is responsible for several Security Assistants each night. The position is geared toward upper-class undergraduate student employees and graduate students employees who possess strong functional skills in organization, administration, and communication and who express the desire to challenge themselves with an increased amount of responsibility and overall investment in the Security program.

BASIC EXPECTATIONS AND RESPONSIBILITIES

The Department of Housing and Residential Life and the Safety and Security Manager hold the following expectations of the Security Supervisor:

- They must be positive role models on and off the job.
- They must be friendly and customer service oriented.
- They must maintain a positive attitude toward their position.
- They must know, enforce, and abide by all University rules and regulations.
- They must clearly demonstrate a complete and strong working knowledge of the Security Assistant position.
- They must have a knowledge of all emergency policies and procedures so that they may appropriately respond should any of these emergencies occur.
- They must respond to disciplinary problems involving residents and fellow staff members calmly and reasonably, while maintaining an accurate record of the problems.
- They must seek to establish good communication and proper working relationships with all Security staff members, housing staff members, and other University staff professionals.
- They must be ready and willing to commit several additional hours, energy, and focus to the program including varying nights and weekends. Security Supervisors arrive before the Security Assistants to events to help set-up and leave after them to help clean-up as well. Time commitments each semester include, but are not limited to, the following: (4) Full days of Security Supervisor training, (5-7) Full days of Security Assistant training, (4-5) General staff monthly meetings, (7-9) Security Supervisor meetings, (3-5) One-on-one meetings with the Residential Life Safety and Security Manager, (1-5) Under Instruction shifts with new staff members, (1) Full day of Security Assistant candidate group process interviews, (1) Full day of Security Assistant candidate interview process interviews, (1) New SA orientation session, (1) Security Staff team builder, (2) Security Supervisor team builders, and (1) End of semester appreciation dinner.
- They must commit to working through the entire contract length (Fall 2017 and Spring 2018 semesters) at a minimum and to staying and working during Thanksgiving break and/or Spring Break (determined by the Residential Life Safety and Security Manager after SS team discussion).

Due to the nature of the position, two-week resignations will not be accepted unless under extreme conditions or for unforeseen circumstances.

- They must complete a total of (4) separate interviews with professional and student staff members as part of the hiring process.

The basic responsibilities of the Security Supervisor include the following:

- Ensures that each security post is covered nightly, and that the card reader system and other Security equipment is functional.
- Directly supervises 4-9 Security Assistants each night.
- Provides relief for Security Assistants assigned to fixed posts.
- Acts as a troubleshooter for any problems that might arise during the shift.
- Ensures that all policies and procedures are followed by Security Assistants and residents.
- Documents any disciplinary problems involving Security Assistants.
- Completes a quota of Quality Controls with Security Assistants each week.
- Assumes the position of Security Assistant in the event that a post is unattended.
- Ensures that reports are written as needed.
- Completes all Security Supervisors' nightly report logs.
- Reviews and signs off on Security Assistant reports and logs before they are turned in.
- Conducts routine area checks during the shift.
- Completes semester evaluations of 8-15 Security Assistants.
- Completes semester recommendations for potential Security Supervisor candidates.
- Any and all additional duties assigned as deemed necessary and appropriate by the ADRLSS or RLSSM

Schedule: Hours of operation for Unit 2/3 shifts are from 9:30 PM – 6:15 AM nightly. Hours of operation for Unit 4 shifts are from 10:00 PM – 8:00 AM nightly. Hours of operation for UV Check shifts are 10:00 PM – 2:00 AM Sundays and Wednesdays. Minimum work requirement of 19.50 SS shift hours per week (13.75 hours per week for international students); Maximum work allowed of 80.00 hours per two weeks (40.00 hours per two weeks for international students); SAs commit to work a mandatory schedule of no less than two full nights (19.50-22.00 hours) per week (one full and one half night (13.75-15.00) hours per week for international students).

Location: Eaton, Hecht, Mahoney, Pearson, Stanford, & University Village Residential College lobbies.

Salary: There is a \$1.00 raise along with the promotion to Security Supervisor; Security Supervisor starting salary minimum is \$12.50 PER HOUR; Security Assistant starting salary is \$11.50 PER HOUR; \$0.25 yearly raises; further opportunity for advancement.

Skills: Must demonstrate initiative, enthusiasm, and dependability.

QUALIFICATIONS FOR HIRING AS A SECURITY SUPERVISOR

All applicants seeking promotion this position must meet the following requirements:

- Be a currently enrolled full-time undergraduate or graduate student.
- Be in good disciplinary standing with the University of Miami.

- Be a current Security Assistant with the Department of Housing and Residential Life Security program with a minimum of one (1) semester of work experience. One full year (two semesters of work experience) or more is strongly preferred.
- Be available for a minimum of two consecutive academic semesters (Fall 2017 and Spring 2018). Future semester study abroad candidates will still be considered.
- Be available for all trainings, projects, and assignments as announced during Summer Intersession 2017, Fall 2017, Winter Intersession 2017-2018, and Spring 2018.