



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

Position Title: Security Supervisor

Employer: Department of Housing and Residential Life Safety and Security

Location: Eaton, Hecht, Mahoney & Pearson Residential College and Lakeside Village lobbies

Salary: Starting salary is \$12.50 per hour; \$0.25 yearly raises

Skills: Must demonstrate strong leadership, administrative, critical thinking, and customer service.

Program Job Description:

GENERAL INFORMATION

Security Supervisors assist the Residential Life Night Managers, Residential Life Safety and Security Managers, 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 serves as an opportunity for undergraduate upper-class and graduate student employees who possess strong functional skills in organization, administration, communication and 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.

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- Time commitments each semester include, but are not limited to, the following: Security Supervisor training, Security Assistant training, General staff meetings, Security Supervisor meetings, One-on-one meetings with the Residential Life Safety and Security Manager, Under Instruction shifts with new staff members, Security staff interviews, etc.
- Candidates must commit to working through the entire contract length (Fall 2021 and/or Spring 2022 semesters) at a minimum and to staying and working during Thanksgiving break and/or Spring Break (determined by the Residential Life Safety and Security Managers after SS team discussion).

In addition to the responsibilities listed as a Security Assistant, the basic responsibilities of the Security Supervisor also 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 (if applicable).
- 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 concerns involving Security Assistants.
- Completes assigned number of SuperChats with Security Assistants each pay period.
- Assumes the position of Security Assistant in the event that a post is unattended.
- Verifies reports are accurately completed prior to submission.
- Completes all Security Supervisors' nightly report logs.
- Provides overnight lockouts for residential colleges, University Village, and Lakeside Village.
- 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's

Schedule: Security Supervisor schedule will provide coverage from 9:15pm-8am with various shift options. Shifts are determined on current staffing numbers and are eligible to be split into half shifts. The anticipated shift requirement is 2-3 per week.

QUALIFICATIONS FOR HIRING AS A SECURITY SUPERVISOR

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

- Previously served at least one semester as Security Assistant prior to the hire date.
- Be a currently enrolled full-time undergraduate or graduate student.
- Be in good disciplinary standing with the University of Miami.
- Participate in Security Staff Interviews
- SS bi-weekly staff meeting: Scheduled during Training
- Security General Staff Meetings: Typically held on the 1st Thursday of the Month (Exceptions made for academic commitments)
- Important Dates
 - Fall Training: Early August
 - Training material be will delivered for review prior to training
 - Security General Staff Meetings- Typically held on the 1st Thursday of the Month (Exceptions made for academic commitments)