**Position Title:** Security Supervisor

**Employer:** Department of Housing and Residential Life Safety and Security

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

**Salary:** Starting salary is $12.50 per hour; $0.25 yearly raises; further opportunities for advancement.

**Skills:** Must demonstrate leadership, problem solving, customer service, administrative, and communication skills.

**Program Job Description:**

**GENERAL INFORMATION**

Security Supervisors assist the Security Coordinators, Residential Life Safety and Security Manager, Residential Life Night 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 and guests. The position oversees and is responsible for supervision of multiple Security Assistants each night. The position serves as an opportunity for upper-class undergraduate and graduate student employees who possess strong functional skills in organization, administration, problem solving and communication. This position will allow students 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 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
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student and professional staff as well as campus partners including, but not limited to UMPD and CGFR.

- They must be ready and willing to commit several additional hours, energy, and focus to the program including varying nights and weekends. Time commitments each semester include, but are not limited to, the following: Security Supervisor training, Security Assistant training, General staff monthly meetings, Security Supervisor meetings, One-on-one meetings with the Residential Life Safety and Security Manager, Under Instruction shifts with new staff members, staff interviews, new SA orientation sessions, potential SA info sessions, etc.
- They must commit to working through the entire contract length 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).

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 posts (if needed).
- Acts as a troubleshooter for any problems that might arise during the shift.
- Ensures that all policies and procedures are followed by Security Assistants, residents, and guests.
- Documents any disciplinary problems involving Security Assistants.
- Conducts on-going training with Security Assistants each week through Super Chats.
- Assumes the position of Security Assistant in the event that a post is unattended.
- Ensures that reports are written as needed and in a timely manner.
- Completes all Security Supervisors’ nightly report logs.
- Reviews and signs off on Security Assistant reports and logs before they are submitted.
- Conducts routine area checks during their shift.
- Completes semester evaluations of 8-15 Security Assistants.
- Completes semester recommendations for potential Security Supervisor candidates.
- Perform lockouts for residents in all Residential colleges and UV.
- Any and all additional duties assigned as deemed necessary and appropriate by the ADRLSS or RLSSM

WORK REQUIREMENT

Hours of operation: Vary by unit:
- Unit 2: 9:30pm – 6:15am
- Unit 3: 9:15pm – 6:15am
- Unit 4: 10:00pm – 8am
- Break Relief: 10:00pm- 3:00am
- UV Checks: Between 10:00pm-2:00am (Sundays & Wednesdays)

Minimum work requirement of 19.50 SS shift hours per week (13.75 hours per week for international students).

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 available for trainings and other assignments as announced during 2019-2020 academic year.