



**Date:** August 18, 2023

**Competition:** # 23-76

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING CASUAL POSITION**

**Position:** Invigilator, Security Training Programs (Position #1000295)

**Division:** Justice & Public Safety Division

**Reporting To:** Program Manager, Security Training Programs

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

Justice and Public Safety Division (JPSD) is seeking casual staff for on call invigilation to support our SCRT-1655 Basic Security Training (BST) Assessments that are currently being administered at JIBC New Westminster Campus. Hours of work and days may vary depending on the examination dates and times.

**Primary Responsibilities:**

- Maintains presence during examination process to ensure integrity of examinees as well as examination material;
- Examination of student identification and applicable documents;
- Provides oral instructions, supervising the exam for the duration of the scheduled time;
- Liaise and report all exam related irregularities with Program Manager;
- Apply the zero tolerance Institutional cheating policy and report all incidents to the Program Manager
- Administrative support for student log into SCRT-1655 Basic Security Training Assessment
- Provides assistance logging into the exam platform, and providing confidential login information;
- Maintaining documentation in relation to student attendance process
- Performing other related duties

### Qualifications & Requirements:

- Basic computer skills, internet, web and program access;
- Private Security experience would be an asset;
- Coaching, training or instructor skills would be an asset;
- Experience working in or with private or public post-secondary teaching institutions is desirable;
- Knowledge of the Security industry and employment requirements would be an asset;
- Participate in training and team meeting to stay up to date on policies and procedures in the role; and be available one on one meetings with JPSD manager and administrator;
- Flexible availability, seven days per week.

### Knowledge, Training, Skills, and Experience:

- Excellent verbal and written communication skills;
- Dependable, reliable and punctual;
- Strong interpersonal skills, including the ability to establish and maintain effective working relationship with a variety of internal and external contacts in a team based setting;
- Ability to problem solve and resolve conflict;
- Ability to work independently;
- Proven ability to act with discretion and maintain confidentiality;
- Physical ability to lift boxes (up to 20 lbs)

**Note:** This position preserves the integrity of examination material and student information. Materials will be held in the strictest of confidence, as they remain the property of JIBC.

**Hours of Work:** This on-call position is primarily driven by the demand for Security School exam requests, and requires flexibility and availability on short notice. The scheduled hours will vary from week to week, and will include weekends and evenings. There will be no guaranteed hours.

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**Salary Range:** \$26.85 per hour (BCGEU Position – Grid 9) (plus 6% vacation pay and \$0.87 per hour in lieu of benefits)

**Posting Date:** August 18, 2023

**Closing Date:** Open until filled

Please feel free to contact Carol Gardner (Program Manager, Security Training Programs) [cgardner@jibc.ca](mailto:cgardner@jibc.ca) for more information about this position.

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #23-76 via email to [hr@jibc.ca](mailto:hr@jibc.ca).

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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