



Department Of Human Resources

Bagen Hall, 108 | phone 716-888-2240 | fax 716-888-2233

October 29, 2009

**TO:** Canisius College Community  
**FROM:** Deborah Siegrist, Director of Human Resources  
**SUBJECT:** Position Available

## SECURITY GUARD / PARKING ATTENDANT

### Department of Public Safety

The incumbent will be assigned to the Canisius College's Visitor's Parking Lot and Main Street entrances of the campus. The work schedule is Monday through Friday from 8:00 a.m. to 12:00 p.m. year round. This is a part-time position (20 hours per week).

#### **Experience and Education:**

Requires a high school diploma or G.E.D. Have and maintain a certified New York State Security Guard license. Possess strong communication skills, good powers of observation and memory. Be at least 21 years of age.

#### **Job Duties:**

Enforce parking rules and regulations in the College Visitor Lot. Maintain high visibility in assigned area. Be watchful for any trespassers. Use the radio to contact Canisius College Public Safety Dispatchers and Officers. Meet with, verbally communicate, and deal effectively with a wide variety of people including students, faculty, staff, and visitors to the college and provide information and assistance on request.

To apply for this position, please pick up an application in Bagen Hall, Room 108, download an employment application at [www.canisius.edu/hr/jobs.asp](http://www.canisius.edu/hr/jobs.asp) or call 716-888-2289 for an application to be mailed to you by **November 7, 2009**.

Canisius College is an independent, co-educational, medium sized institution of higher education conducted in the Catholic and Jesuit tradition. Minority candidates strongly encouraged to apply. Canisius College is an Affirmative Action/Equal Opportunity Employer.