

Public Safety Project Assistant

Position Details

Position Information

Position Title	Public Safety Project Assistant
Posting Type	Temporary
End Date (if applicable)	08/24/2024
Classification Title	App G Student
Pay Band	1
Min Salary	\$16.55
Max Salary	\$16.55

Position Summary	<p>Duties and responsibilities will include:</p> <ul style="list-style-type: none">• Assisting Public Safety staff, with a focus on special projects supporting schools and departments and assists in the planning and implementation of testing of the mass communication systems;• Conducting WHMIS inventories in collaboration with staff from departments and schools across campus;• Compiling and update online SDS filing systems for departments and schools and continue the implementation of the new online SDS system throughout the campus, including training packages;• Compiling risk assessment submissions.• Developing templates for health and safety guidelines for departments, schools, campuses and satellite offices;• Assisting with the maintenance of the G-Track system and monitor the reporting of health and safety risks;• Updating databases and floor plans concerning public safety systems (including emergency communications system, panic alarms and blue buttons, and CCTV system);• Dispersing unclaimed items from lockers and from lost and found, per college practices;• Assisting with locker rental program (end of semester clean-up; set-up for start of new semester);• Developing products and messaging for future international and domestic students in relation to items and procedures in relation to health and safety on and off campus to help familiarize them when entering post-secondary for the first time.• Updating and audits key fob database and prepare fobs for fall semester;• Updating of Public Safety College website information. And• Updating the JHSC boards and website along with the replenishing of first aid kits, Band-Aid stations, AEDs. (Preparing orders for supplies and charting on Excel)
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Location/Campus	Thunder Bay Campus
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Education

Minimum level of formal education required for the position Partial Secondary School Completion

Specific course(s), certification, qualification, formal training or accreditation required for the position

Additional Requirements

- Competent in use of Microsoft Word, Excel and Adobe.
- Analytical, well-organized, and focused; confident and personable
- Interested in health and safety; public safety

Field(s) of Study

- Must be a full-time post-secondary student at Confederation College in the 2023-24
- academic year (minimum – attending entire winter 2024 semester). *Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;
- Must be returning to Confederation College as a full-time post-secondary student in September 2024 and have submitted a confirmation of enrolment form to the Financial Aid department;
- Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;
- Must be a Canadian citizen, permanent resident, protected person or an International Student of Confederation College who is legally eligible to work in Canada;
- Must be student in the Police Foundations, Nursing, Paramedic and Health/Safety program in the 2023-24 academic year.

Experience

Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position Less than one (1) year

Type of Experience

Posting Detail Information

Posting Number SU-P-24-97P

Close Date 03/10/2024

Reference Collection Settings

Reference Collection Settings

Minimum Requests 0

Maximum Requests

Reference Related Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Please indicate if you are enrolled as an international or domestic student.
 - o international student
 - o domestic student
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Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents

None