

<b>Job Title</b>	Campus Police Officer
<b>Department</b>	Administrative Services
<b>Reports To</b>	Chief of Police

**EMPLOYMENT TERMS:**

*Part Time- Hourly 20-25 hours/week. Hours may vary and could include weekends.*

**QUALIFICATIONS:**

<b>Education</b>	High School Diploma is required. An Associate Degree is preferred. GA P.O.S.T certification is required.
<b>Experience</b>	A minimum of two years law enforcement (road patrol) experience.
<b>Desirable Skills</b>	Knowledge of state local laws. Must be willing to work a flexible schedule, including weekends and evenings. Must demonstrate effective communication skills.

**PRIMARY DUTIES:**

Guards and monitors buildings. Apprehends criminal suspects and turns over to local jurisdiction for booking. Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against and maintain security of premises. Patrols premises to detect signs of intrusion and ensure security of doors, windows, and gates. Responds to ill persons, hazardous events, or any other calls for service. Warns persons of rule infractions or violations, and apprehends or evicts violators from premises. Writes reports of daily activities or irregularities. Secures buildings when necessary. Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuation. Conducts night-time disaster drills. Directs traffic during special events and provides security for events. Other duties as assigned. Maintains P.O.S.T certification.

**APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://www.augustatech.edu).

**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to [srouse@augustatech.edu](mailto:srouse@augustatech.edu).

**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required. (Conducted through Augusta Technical College)

**CONTACT**

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

**SALARY**

Hourly