**POSITION ANNOUNCEMENT**

**POSITION: Campus Police Officer (Part-Time)**

* This is a part-time position.
* Employment is with Chattahoochee Technical College and not with an individual campus.  All employees are subject to work relocation based on college needs.
* Any applicant offered employment in this position is required to complete a pre-employment drug test, successfully.

**POSITION DESCRIPTION:** Under general supervision, patrols assigned areas and ensures safety of campus buildings and grounds for the technical college. This position manages traffic flow and enforces parking regulations. Investigates traffic incidents, vandalism, theft, violence and may arrest perpetrators of crimes. Position also performs administrative duties. This position requires P.O.S.T. certification (In good Standing), completion of yearly continuing education mandates, periodic firearm qualification and a valid driver's license.

**MAJOR DUTIES:**

* Travel between campuses with the possibility of fluctuating hours and evening hours.

**Pre-interview requirements:**

* Pre-Employment Questionnaire must be completed and returned in order to be scheduled for an interview.
* P.O.S.T. certification will be checked to verify that it is current and valid.

**Post Offer requirements:**

* Criminal history, drug testing, finger printing, medical exam and driver’s history.

**MINIMUM QUALIFICATIONS:**

* High School diploma or GED required.
* P.O.S.T. Certified. P.O.S.T. Certification must be current and in good standing.
* Must have successfully complete a Field Training program.
* Must have a minimum of twelve months working as a Police Officer
* Possession of a valid Georgia Class C driver’s license and a satisfactory driving record are conditions of initial and continued employment.

**PREFERRED QUALIFICATIONS (in addition to the minimum qualifications listed in the Job Description)**

* Previous working experience in law enforcement in a college or other school environment.
* Three years working experience with a Department of Public Safety.

**SALARY/BENEFITS:**

* Salary $22.00 per hour, 29 hours maximum per week.
* There are no State of Georgia benefits associated with this position.
* Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE:** Open until position is filled.

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***