



**Campus Police Officer
Part Time
All Locations**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for part time Campus Police Officer positions at all locations. This position, 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, and violence, and may arrest perpetrators of crimes. This position may also perform administrative duties. Employment is with Georgia Northwestern Technical College and not with an individual campus. While each Officer will be assigned a home campus; all employees are subject to work relocation based on college needs. This position has regular operating hours during the week, including evenings. This position requires the ability to work daytime hours. Flexibility to split shifts with other officers and accommodations around full time schedules will be provided.

Duties/Responsibilities:

- Guards and monitors buildings. Answers alarms and investigates disturbances; Investigates criminal complaints and vehicle and other accidents;
- Coordinates with State Patrol and adjacent law enforcement jurisdictions; Apprehends criminal suspects and turns over to local jurisdiction for booking or incarceration;
- Inspects assigned area for fire or environmental hazards;
- Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against and maintain security of premises;
- Patrols premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates;
- Responds to fires, natural disasters or other hazardous events;
- Warns persons of rule infractions or violations, and apprehends or evicts violators from premises, using force if necessary;
- Writes reports of daily activities and irregularities;
- Coordinates disaster response or crisis management activities such as opening shelters, special needs programs and evacuation;
- Inspects equipment and facilities to determine their operational and functional capabilities;
- Collaborates with others to prepare and analyze damage assessments following emergencies;
- Escorts or drives motor vehicle to transport individuals to specified locations and to provide personal protection;
- Directs traffic during special events; Provides security for events;
- Maintains Peace Officer Standards Training certification; and
- Other duties as assigned.

Competencies:

- Written and oral communication skills
- Decision making and problem-solving skills
- Skill in the operation of computers and job-related software programs
- Skill in interpersonal relations and in dealing with the public
- Ability to work independently with minimal supervision
- Ability to work weekends, day, evening, and morning shifts
- Ability to differentiate between colors
- Ability to complete reports according to established guidelines.
- Ability to patrol assigned areas
- Ability to identify signs of unlawful entry
- Knowledge of all pertinent federal, state, and local laws, regulations

Minimum Qualifications:

High School diploma or high school equivalency is required. Graduation from a P.O.S.T. Certified Georgia Police Academy. Must have and continue to maintain P.O.S.T. Certification. Must be able to successfully complete Weapons Proficiency AND Use of Force certifications. No felony convictions. Possession of a valid state issued driver's license and a satisfactory driving record are conditions of initial and continued employment. Minimum of one (1) year of working experience with a law enforcement agency. Any applicant offered employment in this position is required to successfully complete a pre-employment Background, Employment Assessment Battery (psychological test), and drug test.

Preferred Qualifications:

Advanced training beyond basic certification. Previous working experience in law enforcement in a college or other school environment.

Salary: \$25.00 per hour

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume,

work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.