

**POSITION:** Campus Police Officer, Part-Time

**LOCATION: Vidalia** Campus – Coastal Plains Charter High School

**POSITION DESCRIPTION:** Under general supervision, provides safety, emergency response, and security services for Southeastern Technical College to include Coastal Plains Charter High School. Patrols assigned areas and ensures safety of campus buildings and grounds. Manages traffic flow and enforces parking regulations. Investigates traffic incidents, vandalism, theft and violence. May arrest perpetrators of crimes.

**MAJOR DUTIES:**

* Patrols and monitors buildings and grounds, locked doors and access areas and ensures the overall security of the facility during assigned shift. Provides security for events.
* Maintains a working knowledge of fire alarm systems and escape routes; maintains visibility on the campus grounds to discourage theft, vandalism and violence.
* Manages traffic flow, enforces parking regulations and issues parking tickets or warnings to violators.
* Observes and stops motor vehicle operators to apprehend violators or suspected violators of motor vehicles and other laws, and improper safety standards according to established policies and procedures.
* Directs traffic and assists students and guests in locating open parking. Observes and reports unusual traffic patterns, density and associated problems.
* Assists motorists of disabled vehicles; performs minor repairs, calls for assistance and provides transportation to garage or service station.
* Responds to intrusion and fire alarms; investigates disturbances, traffic incidents, vandalism, theft, and acts of violence.
* Corrects or reports any problems in accordance with policies and procedures.
* Arrests perpetrators of crimes, uses proper mechanics of arrest techniques and follows established policy with arresting.
* Obtains arrest warrants and/or orders for apprehension and confinement of a perpetrator, using the proper legal language to charge a perpetrator with a crime.
* Assists campus police, emergency personnel and/or college personnel in responding to emergencies and disruptive situations.
* Maintains Peace Officer Standards Training (P.O.S.T.) certification and fulfills firearms qualifications as required.
* Completes activity reports and maintains files and reports.
* Assists with intercampus communications and operates radio equipment.
* Coordinates disaster response or crisis management activities.
* Assists with duties outside of assigned areas.
* Maintains knowledge of current trends and developments in field by attending professional development, training, workshops, seminars, and conferences and by reading professional literature in the related technical field.
* Participates in required staff development activities.
* Performs other duties as assigned by the Campus Director of Public Safety / Police Chief.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED equivalent and a current Georgia P.O.S.T. certification required, must maintain certification status.

**PHYSICAL DEMANDS:**

The employee occasionally lifts or moves objects of a light to medium weight. Work is typically performed with the employee sitting at a desk in an office environment with intermittent sitting, standing, or walking in various settings. The employee must be able to lift up to 25 pounds. The full range of hand and finger motion is utilized for data entry purposes.

**SALARY/BENEFITS:** Salary is commensurate with education and work experience. The position is part-time and is therefore not eligible for health or flexible benefits.

**APPLICATION DEADLINE:** Open until filled.

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job Center](http://www.southeasterntech.edu/about-stc/employment.php). As part of the application process, interested candidates will also be required to upload other documents such as a letter of interest, resume, and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact Melanie G. Walker, Director of Human Resources Office at 912-538-3230 or mwalker@southeasterntech.edu

As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 people have been designated to handle inquiries regarding the nondiscrimination policies:

Helen Thomas, Section 504 Coordinator, Room 165, 912-538-3126

Melanie G. Walker, Title IX Coordinator, Room 138B, 912-538-3230