

|  |
| --- |
| **Campus Police Officer – Part-Time** |
|  |  |
| **Campus:** | Americus |
|  |  |
| **General Duties:** | Under general supervision, the Campus Police Officer performs a full range of assigned law enforcement duties to maintain security and order on a technical college campus. Essential Responsibilities include; 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; Conduct nigh-time disaster drills; Maintains Peace Officer Standards Training certification; Perform other duties as assigned |
|  |  |
| **Education Requirements:** | High school diploma or GED \*and\* P.O.S.T. certification is required.  |
|  |  |
| **Minimum Qualifications:** | Strong written and oral communication skills; Excellent decision-making and problem-solving abilities; Proficient in computer operations and job-related software programs; Experienced with report writing, incident tracking, traffic studies, and compiling incidents; Skilled in interpersonal relations and public interaction; Ability to comprehend and follow detailed verbal and written instructions; Capable of working independently with minimal supervision; Flexible availability to work weekends, day, evening, and morning shifts; Ability to differentiate between colors; Competent in completing reports according to established guidelines; Experienced in patrolling assigned areas and identifying signs of unlawful entry; Knowledgeable in federal, state, and local laws and regulations; Valid driver’s license with proof of insurability |
|  |  |
| **Preferred Qualifications:** | Three (3) years of experience in law enforcement. |
|  |  |
| **Schedule Requirements:** | Must be willing to work a flexible schedule, which may include (7-3; 3-11; and 11-7) |
|  |  |
| **Background Requirements:** | Candidates must pass a criminal background check, fingerprints, MVR, and a drug screen. |
|  |  |
| **Compensation:** | $25.00 per hour. This is a part-time, temporary position, with a maximum of 29 hours per week. |
|  |  |
| **Benefits:** | Does not include State of GA benefits or a promise of future full-time employment.  |
|  |  |
| **Reports to:** | Chief of Campus Police |
|  |  |
| **Application Deadline:** | Until filled |
|  |  |
| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu)**.** Access this by clicking on the link **Careers @ SGTC**. For further assistance, call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or email Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
|  |  |
| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. |
|  |
| Position Number: | 00144638 | Job Code: | H1701 |