

TITLE: Campus Police Officer

DEPARTMENT/DIVISION: Student Affairs

REPORTS TO: Campus Chief of Police

CLASSIFICATION: Full-Time, Classified Staff

SALARY: \$33,000 - \$35,000 annually, based on education and experience

POSITION SUMMARY

The Campus Police Officer is responsible for the provision and coordination of college-wide security, safety programs, safety training, and various compliance reporting tasks. Specifically, the Campus Police Officer performs law enforcement functions on campus property necessary to protect the life, well-being, and property of students, faculty, staff, visitors, dignitaries, and others. Campus Police provide this through foot and vehicle patrol, event security, investigation, understand access control systems, circulation and safety systems, effect arrests, timely report writing, and emergency response as directed by the Chief of Police and/or VP for Academic and Student Affairs. Campus Police will collect and compile data relating to campus safety in compliance with the Clery Act, VAWA, NIMS, and Title IX. Campus Police are expected to develop and maintain working relationships with the community and other area law enforcement agencies and coordinate emergency and disaster response planning with those agencies as needed. Campus Police reports to the Campus Chief of Police.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

CAMPUS POLICE DUTIES AND RESPONSIBILITIES

- Handle confidential information with tact and discretion.
- Communicate with students, the general public, and employees while patrolling college properties in an effort to proactively preserve law and order and achieve positive public relations.
- Respond to public safety emergencies, complaints, concerns or questions and administer proper procedures to ensure public safety.
- Conduct crime investigations.
- Enforce parking regulations, control and direct traffic.
- Inspect and maintain the security of college buildings and facilities.
- Provide public assistance needs such as: jump starting and unlocking vehicles; escorting individuals; and communicating special announcements.
- Accurately and thoroughly prepare incident reports, safeguarding information and evidence to ensure successful follow up and resolution.
- Respond to and conduct traffic accident investigations.

- Participate in community service activities.
- Complete Clery Act, VAWA, NIMS, Title IX, and NIMS 300, 400, 100HE training.
- Perform other duties of a similar nature or level as required.
- Must be able to work different shifts.

OTHER DUTIES AND RESPONSIBILITIES

- Provide supervisor current contact information (email and cell and/or home telephone).
- Regularly check and respond to all email and voicemail in a timely manner.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Five years of work experience in public safety or law enforcement; valid driver license; excellent communication, organizational, multi-tasking, and writing skills; good attention to detail.
- Must be CLEET certified and able to meet CLEET continuing education and physical ability standards.
- High School diploma or GED required.
- College campus experience preferred.

Application review will begin immediately. Salary is \$33,000 - \$35,000, commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, and life insurance equivalent to two times annual salary. Employment is subject to successful completion of a background check. The filling of this position is contingent on the budget.

To apply, please send a cover letter, resume, copies of all academic transcripts, and three names and phone numbers of professional references to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

or

Email all documents to: HR@sscok.edu

*SSC is an EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

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