

TITLE: Campus Police Officer (Part-Time)  
DATE PREPARED: February 1, 2019  
REPORTS TO: Campus Chief of Police  
CLASSIFICATION: Part-Time, Classified Staff

#### 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. In general, the Campus Police provides a safe and secure environment for students, employees, and the general public. This includes the appropriate patrols of college property, the investigation and reporting on campus incidents, the collection and compilation of data relating to campus safety, writing and submission of reports in compliance with the Clery Act, VAWA, NIMS training, and Title IX. The Campus Police is expected to develop and maintain working relationships with other area law enforcement agencies and coordinate emergency and disaster response planning with those agencies. Campus Police reports to the Campus Chief of Police.

#### CAMPUS POLICE DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in the most positive manner with prospective, current, and former students, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services. Learn and adhere to the policies and procedures of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
- 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.
- Prepare applicable crime and incident reports for an assigned shift.
- Respond to and conduct traffic accident investigations.
- Participate in community service activities.
- Perform other duties of a similar nature or level as required.

#### 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 commensurate with education and experience. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please send letter of application, resume, copies of all academic transcripts and three professional references to:

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

SSC is an AA/EEO employer committed to multicultural diversity.  
SSC participates in E-verify.  
Posted February 1, 2019