

**Campus Police Officer**

**Location:** All campus locations **Status:** Part-time

**Division:**  Campus Police Department

**Duties:**

Coastal Pines Technical College (CPTC) is seeking experienced individual to serve as part-time Campus Police Officer. The Police Officer’s essential job functions are to provide safety, emergency response, and security services throughout the campus areas. Coordinates disaster response or crisis management activities. The successful candidate will also be required to assist, as needed with other duties such as moving furniture in conference centers, loading and unloading deliveries. Must be able to occasionally work at any of the CPTC campus locations to accommodate business needs. May also assist with intercampus communications.

**Technical Competencies:**

* Knowledge of pertinent Federal, State, and Local laws/regulations.
* Ability to differentiate between colors.
* Ability to patrol assigned areas.
* Ability to identify signs of unlawful entry.
* Ability to interact socially and work well with others.
* Ability to handle crisis situations according to established guidelines
* Excellent written and oral communication skills.

**Minimum Qualifications:**

* Minimum of a high school diploma or GED equivalent \*and\* P.O.S.T. certification or similar equivalent (such as Military Police); must maintain certification status
* Valid Driver’s License and proof of insurability.
* Ability to comprehend and follow detailed verbal and written instructions.

**Preferred Qualifications**:

* Working knowledge of generally accepted computer programs for report writing, incident tracking, traffic studies, and compilation of incidents.
* Ability to develop and maintain good public relations.
* Associate or Bachelor degree in Criminal Justice, Accounting, Sociology, or related field.
* Training in Homeland Security.
* Two years experiences working as a street officer.

**Physical/Mental Demands:**

Requires sitting, standing, walking, stooping, bending, crouching, climbing, and lifting up to 50 pounds. The work is performed in campus buildings and outdoors where the employee is occasionally exposed to cold or inclement weather. The employee may be exposed to dirt, dust, grease, machinery with moving parts, and irritating chemicals. This position is subject to exposure to extreme and possibly life threatening conditions. ***Position is subject to pre-employment and random drug testing. A comprehensive psychological evaluation and physical examination is required prior to employment.***

**Salary/ Benefits:**

This is a part time position and not eligible for benefits.

**Application Deadline**

Position considered open until filled.

Candidates must pass a criminal background check. Applicants must submit a completed Coastal Pines Technical College (CPTC) Employment Application, references, a cover letter, resume and a high school diploma or GED equivalent (incomplete submissions will not be considered).

Interested applicants should apply via CPTC’s Online Job Center [ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/JobListings.aspx) . The cover letter and resume along with two professional references and copies of diploma or transcript(s)/license(s)/certification(s) must be uploaded to the Job Center along with the application. A criminal background check, pre-employment drug testing and a driver’s motor history report will be conducted prior to employment.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration.

Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, [khoward@coastalpines.edu](mailto:khoward@coastalpines.edu) , 912.427.5876; Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, GA 912.287.4098; Katie Rutland, ADA/Section 504 Coordinator, All Campuses, 1777 W. Cherry St, Jesup, Georgia, [krutland@coastalpines.edu](mailto:krutland@coastalpines.edu), 912.424.3645.