



Campus Public Safety Officer
Full Time/Part Time
Campus Location or if multiple campuses

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the part time position of Public Safety Officer (Armed Security) to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Chief of Police. Campus Public Safety Officers will work in conjunction with Campus Police to ensure the Safety of Students, Employees, and visitors. Working hours may vary based on need.

Duties/Responsibilities:

- Patrols an assigned area or campus and checks buildings for unauthorized personnel during opening and closing.
- Manages and assists with traffic control and enforcing parking regulations when necessary.
- Completes activity reports.
- Maintains knowledge of assigned area maintains certifications and training.
- Assists with the investigation of traffic incidents, vandalism, thefts, acts of violence or other offenses.
- Monitoring of surveillance cameras
- Assists in the orientation of new students and employees.
- Responds to emergency medical situations and administers first aid as appropriate and within the scope of their training.
- Responds to intrusion and fire alarms.
- Assists Campus Police with other assigned duties, such as changing a tire, or boosting a vehicle.
- Greets and assist visitors to the department in order to best serve their needs.
- Performs other related duties as assigned

Competencies:

- Basic knowledge of Georgia Criminal Code and Police Procedures.
- Knowledge of and skills in the use of basic office machines, especially computers, data entry and spread sheet development.
- Skill in interpersonal communications and customer service
- Knowledge of emergency procedures
- Familiarization with police and court terminology
- Knowledge of federal, state and local laws and ordinances and of college policies and regulations.
- Skill in decision making and problem solving.
- Skill in oral and written communication.
- Ability to establish and maintain effective working relationships and communications with project consultants, private contractors, vendors, departmental officials and the public.

Minimum Qualifications:

- High School Diploma or Equivalency is required

Preferred Qualifications:

Preferred qualifications include Certification as a Peace Officer in good standing or currently licensed as a Georgia Armed Security Guard in good standing. Other preferred qualifications include Law enforcement, Corrections, Probation/Parole certification, or prior experience as an armed security officer.

Physical Demands:

Work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

Salary: 15.00-19.00 per hour depending on qualifications and experience.

Benefits:

If this is a part-time position, no benefits are available.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia**Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.