



WIREGRASS

GEORGIA TECHNICAL COLLEGE®

Campus Police Officer (Coffee)

CAMPUS: Coffee Campus

STATUS: Part-time

POSTING TYPE: Regular Posting

The Campus Police Officer guards and monitors buildings; answers alarms and investigates disturbances; investigates criminal complaints, vehicles 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.

****Primary work hours will be from 5:00 PM - 10:00 PM Monday - Thursday.**

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment.
- Working Conditions: Category III - No foreseen exposure to hazardous chemicals/pathogens. This is a part-time position, therefore no overtime can be earned. Travel is rarely required.

MINIMUM QUALIFICATIONS

The successful incumbent must complete the online Pre-Employment Questionnaire; be P.O.S.T Peace Officer Certified at time of application and for the duration of employment; must undergo a state and national criminal history records check and meet the employment standards outlined in the TCSG Background Investigations Procedure; must undergo a physical examination and be certified by the examining physician as meeting the requirements for service in a Law Enforcement position; and must undergo and receive a negative finding/result on a five (5) panel drug test.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: Four (4) years of law enforcement experience.

SALARY/BENEFITS

Salary is \$18.00/hr. This is a part-time position with no more than 27 hours per week. No promise of full time employment. Eligible for the GA Defined Contribution Plan. This position is funded in whole or in part by Local funds.

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: The successful candidate must undergo and receive a negative finding/result on a five (5) panel drug test. The successful candidate must undergo a physical examination and be certified by the examining physician as meeting the requirements for service. A pre-employment questionnaire is required for this position. The successful applicant must also pass a truth verification or polygraph examination.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Open Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College 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). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.