



## NOTICE OF VACANCY

### Part-Time Campus Police Officer

**REPORTS TO:** Chief of Police

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Campus Police Officer will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Campus Police Officer conducts patrols on campus to ensure security of buildings, students and staff. Responds to requests for assistance and emergencies. Being a Campus Police Officer enforces vehicle and traffic regulations. Additionally, the Campus Police Officer may conduct educational activities related to safety and crime prevention.

### DUTIES AND RESPONSIBILITIES

- Applicant must be capable of acting efficiently without the direct supervision of a superior.
- Applicant must be capable of preparing and presenting testimonies in court concerning a variety of criminal and civil matters, accurately and without hesitation in an articulate manner.
- Applicant must be physically and mentally alert to detect crime and arrest violators as well as patrol parking lots of outlying areas of all college properties and buildings with the goal of providing security.
- Assist in the training of new police officers as directed by the chief or others of superior authority.
- Perform a variety of police duties in patrolling assigned areas on foot or in the police vehicle.
- Possess the ability to investigate criminal violations in accordance with departmental rules, school regulations, procedures, and laws.
- Provide emergency first-aid treatment temporarily to members of the college community as well as visitors.
- Provide emergency escort service to students and staff where and when necessary.
- Provide law enforcement and security services for special college events.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

- Regulate pedestrian and vehicular traffic by moderating the flow of traffic at all times and enforce applicable codes and statutes.
- Perform other related duties as assigned.

## **MANDATORY QUALIFICATIONS**

- Applicant must hold the minimum of a high school diploma or GED and possibly some college hours.
- Applicant must hold a minimum of one (1) year of law enforcement training or other related experience
- Applicant must possess excellent communication skills.
- Applicant must have or be willing to seek MLETA certification.
- Applicant must be qualified to carry a weapon and maintain the qualification to carry a firearm. Applicants must be available to work one of the required shifts
- (7:00 am – 3:00 pm; 3:00 pm – 11:00 pm; or 11:00pm – 7:00 am)
- Also, upon hiring, officers must qualify with at least a score of 75% on the firearms performance test.
- Officers must qualify with at least a score of 85% on the Crisis Response Plan Certification within two weeks of hiring.

## **KNOWLEDGE, SKILLS, ABILITIES, AND WORK CHARACTERISTICS**

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- Ability to interact positively and effectively with faculty/staff, administrators, students, and visitors of the college.
- Ability to maintain confidentiality.
- Ability to multi-task effectively.
- Must be familiar with Statutory References Model Forms for Criminal Affidavits and Warrants.
- Must be skilled in operating a personal computer to access e-mail, electronic calendars, and other basic software.
- Must have experience demonstrating the ability to handle diverse situations and a diverse population of people utilizing exceptional interpersonal skills.
- Possess strong organizational and time management skills.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, or sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. This job is inherently dangerous and presents substantial risk to life and limbs.

The employee must regularly lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

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## PHYSICAL DEMANDS

Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen, sitting, and/or walking. This position may require travel and may require working some evenings and weekends.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

## TERMS OF EMPLOYMENT

This is a part-time, 12-month, Non-exempt, Services Employee (SE) position.

## SALARY

The salary will commensurate with education and experience.

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

Internal/External – May 17, 2022 at 5:00 P.M.

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