
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Campus Police Officer

Part Time

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution.

Primary Function of the Position

The Campus Police Officer is a part-time position who is a certified police officer with the power of arrest. The officer will respond to students, faculty/staff and visitor calls for service on the SCC campus and will develop and implement programs in law enforcement, campus policing, health and safety, parking and traffic, crime prevention and in-service training.

- Coordinate all law enforcement, security and safety matters with the Campus Police Chief.
- Plan workday so all assignments can be completed in a timely and professional manner.
- Handle special events that are a part of the daily activity at the college and plan accordingly to accommodate these activities.
- Patrol the SCC campus.
- Respond to calls for service, which may necessitate taking some form of action up to and including arrests for violations of the law.
- Respond to both burglar and fire alarms on the campus.
- Assist with the support and implementation of all policies, procedures and authorized activities of the college.
- Take individual offenders into custody for on-site offenses or on court issued orders.
- Respond to medical emergencies.
- Investigate security and safety hazards on campus.
- Receive, investigate and complete reports taken in connection with incidents, traffic, safety and security issues, alarms, etc. in a timely manner.
- Process evidence, confiscated and found property.
- Testify in court when necessary.
- Other duties as assigned by the Campus Police Chief.

Minimum Requirements for the Position

- High school diploma/GED required.
- Successful completion of an accredited Basic Law Enforcement Training (BLET) Program and certified by the North Carolina Criminal Justice Education and Training Standards Commission as a police officer.
- Must possess or be able to obtain a valid North Carolina driver license.
- Minimum age requirement is 21 years of age.
- Knowledge of federal, state and local laws and ordinances, court procedures, campus policing concepts and ability to be certified in basic first aid and CPR required.
- Excellent oral, written, and interpersonal communication skills.
- Ability to respond quickly to emergency situations which may not be familiar.
- Ability to work a flexible schedule, including weekends and holidays.
- Basic knowledge of personal computers desired.

A completed Southeastern Community College application, a resume, and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Initial review of applications will begin on September 1 . Applications will be accepted until position(s) are filled.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P. O. Box 151, Whiteville, NC 28472. Telephone (910) 642-7141, extension 310. www.scnc.edu

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