



Mississippi Gulf Coast Community College

Notice of Vacancy

Location of Position: Jefferson Davis Campus, Gulfport Mississippi

Position Available: Campus Police Officer (Night Shift)	Classification: _____ Administration _____ Faculty _____ Staff <u> x </u> Hourly
Date Position Available: Currently Available	Salary Scale: Salary based on experience and education

Qualifications & Experience:

MANDATORY: M(1) Hold a current full-time Professional Certificate awarded by the Board of Law Enforcement Standards and Training of the State of Mississippi (qualified Mississippi Law Enforcement Officer under the Provisions of Chapter 474 General Laws of Mississippi 1981). M(2) Ability to perform physically active duties (Walking campus, directing traffic, lift at least 20 lbs). M(3) Exceptional communication and customer service skills. M(4) Demonstrated experience in use of computers and related software. M(5) Pass a background investigation. M(6) Hold a valid Driver’s License. M(7) Complete official college application form, resume, and transcripts.

DESIRABLE: D(1) Two years of full-time law enforcement experience. D(2) First Aid, CPR, hazardous materials and/or other emergency response training. D(3) Experience in a community college or educational setting. D(4) Associates of Science Degree in Criminal Justice or related field. D(5) Documented investigative training and experience.

The College:
 The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline	
<p>For additional information on the position, contact:</p> <p>Name Daniel Garner (Chief of Police) Address Jefferson Davis Campus 2226 Switzer Road Gulfport, Ms. 39507</p> <p>Phone number 228-896-2526 E-Mail daniel.garner@mgccc.edu</p>	<p>Complete official college application form, resume, and transcripts will be received in the People Admin until the position is filled. Review of applications will begin after:</p> <p style="text-align: center;">August 30, 2019</p>

Job Listing Web Address: www.mgccc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability in its programs and activities. For further information, contact the Equal Employment Opportunity Officer at a Mississippi Gulf Coast Community College Campus, Center or the District Office. Compliance is coordinated by the Associate Vice President of Administration, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-6672, email address compliance@mgccc.edu .



JOB DESCRIPTION

Campus Police Officer

GENERAL STATEMENT OF FUNCTION: The Jefferson Davis Campus Police Officer will report directly to the Chief of Campus Police. The successful candidate will ensure the safety of the campus community by maintaining law and order on campus and enforcing the college rules and regulations, and the laws of the State of Mississippi.

DUTIES AND RESPONSIBILITIES:

1. Ensure safety of the campus community by enforcing campus rules and regulations, using appropriate procedures.
2. Complete and submit all required logs and reports in a timely manner.
3. Report safety hazards found on campus to the appropriate personnel.
4. Perform public relations tasks such as provide directions to visitors and assist the campus community whenever possible.
5. Lock/ unlock doors as required and ensure security of campus buildings.
6. Turn security lighting on/ off as required.
7. Assist in supervision of student activities when requested by appropriate administrators.
8. Prepare all necessary evidence for Campus Judicial hearings and / or criminal court.
9. Investigate campus incidents.
10. Monitor and review camera footage.
11. Cooperate and assist with the Maintenance Department and other departments.
12. Monitor and enforce all traffic and parking regulations.
13. Inform appropriate administrators of major campus incidents daily or as needed.
14. Issue citations and parking decals.
15. Maintain a good working relationship with other law enforcement and emergency response agencies.
16. Perform other duties as assigned by the Chief of Campus Police and Dean of Business Services.