



## SOUTHWEST TEXAS JUNIOR COLLEGE

### Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221

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## EMPLOYMENT OPPORTUNITY

**Title: Campus Police Officer**

**Campus: Uvalde Campus**

**Job ID: 222321710101**

**Closing Date: Until Filled**

**Job Duties:** The SWTJC Campus Police Officer enforces state and local laws, Rules and Regulations established by SWTJC's College Board of Trustees and oversees that all law and order is maintained and accomplished. The SWTJC Campus Police is assigned to implement and execute appropriate measures to prevent crime, protect the campus and secures the public safety of SWTJC. Campus Police work closely with the College's leadership, and all academic, administrative and service units of SWTJC. Campus Police must show excellence in verbal and written communications, strategic planning, and ability to foster a positive work environment, honesty, integrity, and ethical conduct. Performs routine Patrols on campus, check security of buildings, and investigate complaints. Campus Police enforce Texas Criminal laws and SWTJC Policies, complete necessary reports and possess the ability to communicate effectively with students and college personnel. College Police maintain hours established by the college as assigned by immediate Supervisor or VP. Campus Police follow required rules, regulations, and safety procedures as outlined in the college employee handbook. Performs all other functions as assigned by immediate Supervisor or VP when the need arises for efficient operation of the college.

**Salary:** Commensurate with experience and education. Campus Police Personnel Hourly Rate Schedule.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

### QUALIFICATIONS

**Education:** Applicant must be a commissioned licensed peace officer of the State of Texas.

**Experience & Training:** Applicant must have 2 years of progressively varied experience as a certified full-time police officer with a recognized law enforcement agency or agencies. A Texas Driver's License, a Texas Peace Officer License, authorized to work in the U.S. and provide verifiable credentials. Also, successful completion of the reference and background check specified for the position. Travel required to other geographic locations served by the college and be insurable through SWTJC insurers. Security-sensitive position.

### SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

**An Affirmative Action/Equal Opportunity Institution**