



**CLASSIFIED, NON-EXEMPT POSITION OPENING – PAY GRADE 16  
CAMPUS POLICE OFFICER – DEPT. OF PUBLIC SAFETY**

Glenville State College has an immediate opening for a **Campus Police Officer**. This is a 12-month, full-time position with state benefits. The Campus Police Officer position reports to the Director of Public Safety. The primary purpose for this position is to provide and maintain a safe and secure environment for Faculty, Staff, Students and Visitors at Glenville State College by providing a variety of security services. The position provides a visible, mobile presence throughout the entire campus to ensure all persons accomplish their educational and business objectives.

**Summary:** Supports the College by establishing and maintaining a safe atmosphere for the faculty, staff, students, and visitors at GSC by providing police and security services.

**Distinguishing Characteristics:** Patrols campus in vehicles and on foot daily and during special events. Enforces all laws, regulations, and policies as needed. This is a non-supervisory position working under general supervision with a supervisor available daily as needed.

**Reporting Relationships:** Reports to the Director of Public Safety who in turn reports to the Dean of Student Life.

**General Duties and Responsibilities:** The following statements are intended to describe the general nature of the work being performed. These statements are not intended to be an exhaustive list of all duties and responsibilities of the individuals in this job classification. Essential functions may vary based on the specific area of specialty and will be so marked on the individual PIQ for a given position.

- Patrols campus checking buildings for deficiencies that make the institution vulnerable to criminal acts.
- Performs patrols during special events, such as athletic events and concerts.
- Directs traffic before, during and after these events. Provides crowd control which can include subduing large numbers of people.
- Enforces all Federal, State, Local, and University laws, regulations, and policies.
- Enforces campus parking and traffic regulations.
- Makes arrests in accordance with Departmental policies.
- Investigates traffic-related and general complaints.
- Testifies in court as necessary.
- Watches for hazards and other dangerous or damaging situations.
- Administers first aid and provides or arranges necessary transportation.
- Provides police escorts as needed to protect property or people.
- Operates communications dispatch unit.
- Performs related duties as assigned or as directed.

**Minimum Qualifications:** Requires an associate's degree in criminal justice, communications or a related field, plus zero to six (0-6) months work experience; OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Law enforcement experience is preferred but not required.

**Knowledge, Skills, and Abilities Required**

- Good communication skills.
- Ability to learn appropriate fire arm operation.
- Ability to learn self-defense.
- Basic computer skills.
- Ability to drive defensively.
- Ability to operate hand tools.
- Ability to obtain CPR and first aid training.

**Licensure/Certification Required:** Requires the possession of a valid/current driver's license; first-aid training within 60 days of hire; CPR training within 60 days of hire; completion of WV Basic Law Enforcement Academy training within one year of hire; successful passing of physical examination and must be within appropriate height and weight range. Employee must maintain law enforcement certification. Must be bondable upon background check.

**Physical/Work Demands:** Requires long periods of standing, bending and lifting up to 50 lbs., running, jumping, climbing, and physical interaction with public. Required to work varying and rotating shifts.

Applicants must include a letter of interest, current resume/employment application, and names and contact information for at least three references to:

Human Resources  
Glennville State College  
200 High Street  
Glennville, WV 26351  
Email: [krystal.smith@glennville.edu](mailto:krystal.smith@glennville.edu)

Screening of applications will begin immediately and will continue until the position is filled.

*Glennville State College is proud of its commitment to affirmative action.  
Women, members of minorities and people with disabilities are encouraged to apply.*