



ALVIN COMMUNITY COLLEGE
invites applications for the position of:

PT Police Officer (19 Hours)

SALARY: \$17.15 Hourly
DIVISION: Office of Student Services
DEPARTMENT: Campus Police
OPENING DATE: 09/30/20
CLOSING DATE: Continuous

JOB SUMMARY:

This is a part-time Technical, Support, Clerical and Maintenance position. Applications are considered and reviewed based on qualifications. Should a review of your application result in the intent to pursue your candidacy, you will be contacted by phone or email for an interview.

APPLICATION STATUS

Your application status will be updated throughout the review process. If your application is still in progress, your application has not been reviewed by the hiring department.

TERMS OF EMPLOYMENT

Requires flexible work schedule to meet program needs, which may include working days, evenings and/or weekends.

Requires the provision of **official transcripts** and/or **certifications** within (30) days of hire.

Applicants with academic credentials from non-U.S. accredited institutions are required to have their coursework evaluated in terms of U.S. "equivalency." All international credential evaluations must be conducted by one of the companies affiliated with the National Association of Credential Evaluation Services, Inc. (NACES®) in order to be considered for a faculty position. Applicants bear the responsibility of requesting, paying associated fees, and obtaining an original transcript evaluation for submission to the Office of Human Resources. Please refer to the NACES® website for further information (www.naces.org).

ESSENTIAL DUTIES:

The Patrol Officer will perform all duties required for all police officers of any other jurisdiction, including enforcing all state and federal laws, as well as, College rules and regulations. Incumbent is responsible for community policing, patrol, law enforcement, investigations, parking enforcement, building security, motorist assistance, special events coverage and communications. Maintains an active patrol presence on Alvin Community College campus and maintain a safe environment for the faculty, staff, students, and community members.

- Enforcing all State and Federal laws, including College rules and regulations
- Responsible for an active patrol presence on the Alvin Community College campus in an attempt to maintain a safe environment for the faculty, staff, students, and community members
- Conduct criminal investigations, motor assists, key assists, building checks and other duties as assigned

MINIMUM QUALIFICATIONS:

- High School diploma or the equivalent
- Must possess a TCOLE license or have completed an approved police training academy

PREFERENCES:

An associate's degree in Criminal Justice or related field preferred

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.alvincollege.edu>

Position #2020-132
PT POLICE OFFICER (19 HOURS)
DL

3110 Mustang Road
Alvin, TX 77511
281-756-3639

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