



JOB TITLE:	Part-Time Peace Officer	REPORTS TO:	Police Chief
DEPARTMENT:	Andrew College Police Department	START DATE:	Immediately
CLASSIFICATION:	Part-Time Staff	SALARY:	\$10.00hr

General Function: Serve as the on duty police officer as needed

Duties and Responsibilities:

1. Understand, promote, and support the mission of the College
2. Participate as needed with activities with the Student Affairs Office
3. Serve as primary first responder during assigned working hours
4. Complete all police logs, documents, reports, and training as directed

Minimum Requirements:

- Valid Driver's License
- Ability to physically serve as a primary responder, work rotating shifts, weekends, and holidays and under adverse weather conditions
- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed

Preferred Qualifications:

Experience with collegiate or school campus policing

Working Conditions:

Office and outdoors patrolling environment with minimum lifting (25 pounds) required. Must be able to walk to patrol campus and secure buildings. Flexible office and/or working hours include late afternoons, early evenings, and weekends. Some regional travel may be required.

**Applicants should submit a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: Jennifer Mitchell, Director of Human Resources
jennifermitchell@andrewcollege.edu**

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