



Wayne County Community College District

District Office

801 W. Fort Street
Detroit, MI 48226
(313) 496-2765
(313) 963-5816 fax

Human Resources

Notice of Position Opening
Internal / External
Part Time
Campus Safety Officer
(E015-19)

Posting Date: **November 12, 2019**
Reports to: **District Director, Police Authority**
Grade / Level: **Non Union (\$14.00 per hour)**

Applications will be accepted until positions are filled.

Summary of Duties:

The Campus Safety Officer performs specialized safety/security activities including enforcement of college regulations, vehicular and foot patrol of college property. Under the direction of the shift supervisor, conducts preliminary investigations (gather evidence and obtain witnesses information, and submits written reports), answers calls and complaints and provides assistance to students, faculty and staff, including assisting with jump starting vehicles. Acts as personal escort, provides directions/ information, locks/unlocks classroom doors, and performs other related duties as assigned. Issues parking violations and enforce the college's parking procedures. Observes and reports unsafe equipment or areas on the campus. Assists in communication/ control center, monitoring CCTV, alarm system, access control, takes students ID cards, and assists with all other dispatch/ communication duties as needed.

Education:

High School or equivalent required. College credits in Criminal Justice or related study preferred.

Experience

Two (2) years security related experience. Three years employment with emphasis on interaction with the public may be considered.

Other:

Demonstrate ability to communicate effectively both orally and in writing. Possess and maintain a valid Michigan Driver's license. Applicants are subject to a background check for criminal convictions and a drug/ alcohol dependency test, (medical) will be conducted as a condition of employment.

Please reference this staffing number on all documents: E015-19

EQUAL OPPORTUNITY EMPLOYER M/F/H/V

Mail Resume to:

Wayne County Community College District,
Attention: Human Resources, 801 W. Fort Street, Detroit, MI 48226

Or e-mail your resumes

to:

jobs@wcccd.edu and kdandri1@wcccd.edu

Statement of Compliance

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of WCCCD that no person, on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, disability, or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

Notice of Non Discrimination Policy

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College's Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.