

VERMONT TECH

POSITION ANNOUNCEMENT

March 1, 2016

- Position:** Public Safety Officer II
Regular, Part-time (not to exceed 25 hr. /wk.), Hours/Shifts may vary from week to week.
Non-Exempt, VSCSF Bargaining Unit, VSC Grade 8
- Starting Salary:** \$13.29 hr. plus applicable shift differential.
Pro-rated leave time
- Location:** Randolph Center Campus
- Responsibilities:** Protect people and property on college campus and assist in the handling of various emergency situations. Patrol campus buildings and grounds to prevent or deal with any incidents of theft, vandalism, fire or fire hazards, disorderly conduct, violation of college traffic, safety, security or other regulations. Respond to any complaint/calls related to possible criminal activity, investigate incident and/or apprehend involved individuals as appropriate. Ensure that buildings are locked and unlocked as appropriate, Check physical plant at night. Report any security incidents and unusual or hazardous conditions on campus as appropriate. Respond to calls involving medical emergencies. Administer first aid and/or call for additional assistance as needed. Investigate complaints made by faculty, staff or students on campus. Prepare all required paperwork on security activities. Related duties as assigned.
- Qualifications:** High school education plus 2-3 years of relevant experience, including on year of directly related security or law enforcement training/experience or a combination of education and experience from which from which comparable knowledge and skills are acquired.
- * Relevant first aid training; knowledge of CPR desirable.
 - * Excellent customer service skills.
 - * Good oral and written communications skills.
 - * Ability to handle emergency situations calmly and efficiently.
 - * Ability to deal effectively with a wide range of individuals, in some instances under stressful, dangerous and/or emergency situations.

- * Basic working knowledge of Microsoft Office software.
- * Ability to train and oversee the work of others.
- * A valid Vermont driver's license is required.

A post-offer, pre-employment physical is required.

NOTE: A fingerprint supported criminal background check is required for this position. Any offer of employment is conditional upon the successful results of this check.

Starting Date:

As soon as possible

**Application
Deadline:**

Applications accepted until position is filled. Applications received after the first screening will be considered at the discretion of the College. **Incomplete application materials will not be considered.**

To Apply:

Submit a **mandatory** Vermont Tech employment application with resume and cover letter to jobs@vtc.edu. Employment application is available on the Vermont Tech website www.vtc.edu.

Vermont Tech strongly encourages applications from members of ethnic minority groups and other under-represented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State College system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.