Position: Campus Police Officer
Location: Montreat, NC
Application Deadline: Open Until Filled
Start Date: Spring 2015

Summary:
Community-oriented campus police agency seeks motivated and qualified applicants for the position of Campus Police Officer.

Duties/Responsibilities:

- Communicate directional and safety information about Montreat College to students, staff and the general public
- Educate the community about parking protocols in an effort to reduce parking violations or issues
- Provide service to the college community’s citizens (i.e. escorts, traffic direction, motorist assist, first responder, special event activity and parking enforcement)
- Help to regulate pedestrian and vehicular traffic
- Investigate traffic accidents and file preliminary accident reports
- Issue citations and warning tickets for vehicular violations when necessary
- Perform a variety of community policing duties in patrolling assigned area on foot, on bike, or in police car to detect/prevent criminal or safety violations
- Prepare and present testimony in court concerning traffic violations, specific criminal incidents and other offenses
- Perform other community and related policing activities and duties as requested

Education/Experience:

In order to be considered for the Campus Police position, applicants must, at a minimum, be high school graduates or equivalent, possess a valid North Carolina operator’s license, and hold a North Carolina BLET certificate as determined by the Criminal Justice and Training Standards Commission. All applicants/finalists must be willing to undergo drug testing, psychological evaluation, polygraph testing and a medical exam, as well as any other mandated requirements as outlined by the NC Department of Justice. Applicants must possess strong interpersonal, organizational, oral and written communications skills. Must be able to deal effectively with the public under varying and
often stressful conditions, as well as the ability to evaluate situations and make decisions independently that reflect positively with the mission of the department, the institution, and the role of a community oriented police officer.

**Expectations/Benefits:**

The Montreat College Campus Police Department is a progressive, professional, community oriented law enforcement agency. Officers of the department are highly trained, well-rounded professionals who are confident in their ability to evaluate situations and make decisions independently that reflect positively on the mission of the agency and the role of a Campus Police Officer. Officers can expect a competitive salary and an additional benefits package to include life insurance, health insurance, tuition waiver, retirement, annual leave, sick leave and personal leave.

**Application Information:**

Screening to begin immediately and will continue until the position is filled. Persons interested in applying for the Campus Police position should forward a cover letter of interest and resume to:

Nolan Adams  
Montreat College Campus Police  
Box 1267  
Montreat, NC 28757