

## **Police Officer (Ref: Police)**

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**SUMMARY:** This is a full-time (40 hours per week) that ensures the safety and security of Queens University of Charlotte's students, faculty, staff and campus. **BLET certification required**

**Essential Duties and Responsibilities** include the following. Other duties may be assigned as needed.

- Assist in the supervision of staff in the Campus Police department in the absence of the Director/Chief and Assistant Director.
- Enforce all federal, state, and local laws in accordance with departmental policy.
- Respond to calls for service.
- Submit MIR reports.
- Patrol assigned campus areas to ensure community safety.
- Detect and report fire safety hazards.
- Enforce campus traffic and parking regulations including issuance of violations.
- Report any security breaches or suspected security issues.
- Provide security and law enforcement to faculty, staff and students as requested or needed.

### **Skills / Qualifications:**

- BLET certification required
- Law enforcement or security experience
- Pass any required drug tests and remain drug free
- Pass physical exam
- Absolutely no criminal history
- High school diploma required. Bachelor's degree preferred, or equivalent combination of education and experience.
- **Diverse candidates are STRONGLY encouraged to apply.**

### **Application Process:**

Candidates should submit via email to [hr@queens.edu](mailto:hr@queens.edu) all of the following

- (1) a letter of interest,
- (2) current resume,
- (3) salary requirements or history, AND
- (4) contact information on three references.

Be sure to include **YOUR NAME** and "**Ref: Police**" in your email subject line.

**Only candidates who best match requirements of job will be contacted. The position posting will be removed from the website once an offer is extended and accepted. Due to limited staff resources, phone calls can not be accepted or returned.**

Queens University of Charlotte is an equal opportunity employer and does not discriminate on the basis of race, color, gender, sexual orientation, religion, age, national origin, disability, veteran status or any characteristic protected by law.

Queens is committed to recruiting, hiring, and promoting qualified minorities, women, individuals with disabilities, and veterans. Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704-337-2297 or [hr@queens.edu](mailto:hr@queens.edu)

### **BENEFITS**

Queens offers medical/dental insurance, domestic partner benefits, defined contribution retirement plan & supplemental retirement plan, vacation, tuition remission, life insurance, flexible spending accounts, sick leave and long-term disability leave, free parking, merchandise discount at the Bookstore, reduced cost meals at Morrison Dining Hall, EAP, free fitness center access.

Queens University of Charlotte is a private, co-ed, Presbyterian-affiliated comprehensive university with a commitment to both liberal arts and professional studies. Located in the heart of historic Charlotte, Queens serves approximately 2,300 undergraduate and graduate students through its College of Arts and Sciences, the McColl School of Business, the Presbyterian School of Nursing, the Wayland H. Cato, Jr. School of Education, the School of Communication and Hayworth College for evening programs.

-Posted July 2, 2009-