POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Police Officer/Safety Coordinator

EMPLOYMENT TERM: Full Time position – Primarily Evening Shift

BEGINNING DATE: Negotiable

JOB DESCRIPTION: This position reports to the Police Chief of Panola College. Responsibilities include supervise and control traffic according to college regulations; enforcement of student regulations; assist with night activities as requested; monitor buildings and grounds to ensure security; investigate criminal complaints and incidents; respond to emergency situations; serve as the safety coordinator for the institution; and other duties as assigned.

QUALIFICATIONS: Peace Officer Certification required and a minimum of two years law enforcement experience preferred. Must be willing to work nights, holidays, weekends, and overtime assignments; provide and carry a firearm and assigned defensive weapons in accordance with policies, procedures, and laws; and must remain proficient in their use.

COMPENSATION: The salary offered will be commensurate with educational background and work experience.

CLOSING DATE: Screening of applications will begin January 7, 2013. Position open until filled.

APPLICATION PROCEDURE: Applicants should secure and submit an application with resume, certifications and official transcripts to:

Mike Edens, Director of Administrative Services/Human Resources
Panola College
1109 W. Panola St
Carthage, Texas 75633
903.693.2021 Email: medens@panola.edu

Dr. Gregory S. Powell, President Stephen K. Williams, Vice President of Fiscal Services

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