

Campus Police Officer Lead

Position # 25-030

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, WV (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees. This position may require work at our Main Campus in Parkersburg, WV, or at one of our branch locations in Vienna, WV, or Ripley, WV.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Posted

01/21/2025 with an application deadline of 02/04/2025.

Employment Status

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position.

Shift

Variable. Full time is considered 37.50 hours a week.

Pay Grade

06 (Salary is commensurate with education and experience)

Function/Summary

Support the campus community by establishing and maintaining an atmosphere of safety; provide police and security while protecting life and property of the college. This position may involve working at but not limited to the WVU Parkersburg campus in Parkersburg, WV, Jackson County Center in Ripley, WV, and the Innovation and Technology Center in Vienna, WV.

Minimum Qualifications

Education:

- Associate degree in Criminal Justice or related field, or equivalent. Combination of education and/or experience.

Experience:

- One year law enforcement or military police work.
- One year supervisory experience.

Licensure:

- WV Law Enforcement Certification (or obtain within 12 months of employment).
- Valid Driver’s license. CPR/AED (or obtain within 3 months of employment).

Knowledge, Skills & Abilities

- Computer software skills.
- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated multi-tasking ability.
- Excellent decision-making ability with sound judgement.
- Ability to manage confidential and sensitive material.
- Must have excellent attendance.
- Ability to safely possess and appropriately operate a firearm.

Duties/Responsibilities

Frequency:	Duties:
90%	<p><u>Oversight</u></p> <ul style="list-style-type: none"> • Supervise personnel working in the Security division. • Manage departmental records including electronic key access and parking permits. • Schedule security personnel to ensure adequate coverage of all shifts. • Provide support to the Criminal Justice internship program. • Work cooperatively with local law enforcement entities. • Compile, file, and track all reports required by WVUP, local, State and Federal authorities. • Develop and manage the Security division budget.
10%	<p><u>General</u></p> <ul style="list-style-type: none"> • Train staff and faculty in safety and security as required. • Other duties as assigned.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. West Virginia University at Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities.