

# Position Opening

## Campus Security Officer

### Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Casper College is an Equal Opportunity Employer. The college is committed to the philosophy of equal opportunity in education and employment and does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or military service. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Casper College, Office of Human Resources, 125 College Dr., Casper, WY 82601; 307.268.2634, or to the U.S. Department of Education, Office of Civil Rights, Region VIII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; 303.844.5695 or 303.844.3417. This publication will be provided in an alternative format upon request.

**Sharon Bell, Director Human Resources  
Affirmative Action Officer**

### *Casper College ...*

#### *Education for a Lifetime*

Founded in 1945, Casper College is Wyoming's largest and most comprehensive two-year community college serving 1900 full-time and 2200 part-time students. With 160 full-time and 120 part-time faculty members, the college has developed a national reputation for its academic standards and outstanding career programs. Offerings include nearly 100 degree, technical and career programs. The college's 28 buildings on more than 200 acres overlook the city of Casper, population over 60,000.

### Duties Include:

- Serve the College community by initially addressing emergency situations.
- Interact and communicate with diverse people. Basic crowd management
- Protect campus and student property through building surveillance, inspection and patrol procedures.
- Observe and report law violations to appropriate law enforcement agencies.
- Enforce campus rules and regulations in accordance with established educational program for members of the college community.
- Complete written reports in timely and accurate manner.
- Perform campus community service such as vehicle unlocks, restarts and assist with access

### Qualifications:

- Must be age 21 or older; possess high school diploma or equivalent;
  - Hold a valid Wyoming driver's license and good driving record.
  - Physical ability to patrol in car and on foot for extended periods of time and carry equipment weighing approximately 20 lbs such as battery charger and automatic external defibrillator.
  - Ability to exercise good judgment, manage stressful situations, intervene in conflicts, and manage intoxicated individuals
  - Excellent communication skills and ability to write reports
  - Ability to work alone or with co-workers; willing to work holidays and college vacation periods
  - Ability to operate a motor vehicle; work a two way radio; willingness to participate in continuing education programs and in-service training
- Desirable:
- Professional law enforcement and/or security employment history
  - Associate degree in criminal justice, related field, or equivalent college education

### To apply please submit:

Completed Casper College applicant data release form, current resume, cover letter and copies of transcripts/certificates.

**Announcement date:** May 6, 2008

**Applications accepted through:** May 29, 2008

**Desired starting date:** As soon as possible

**Compensation:** Classified staff position Grade 6; starting \$27,777, eligible for full benefits and shift differential.

**NOTE:** Current shift assignment will be 11pm to 7am; requires work in all weather conditions, on all shifts, 365 days per year; shift coverage is critical; one year probationary employment.

