INTENT TO EMPLOY
August 25, 2016

POSITION: Assistant Chief of Campus Police

ESSENTIAL JOB FUNCTIONS:
• Serves as the College’s assistant chief law enforcement officer in the absence of the Chief of Campus Police
• Assists the Chief of Campus Police in the operation of the Campus Public Safety Department
• Safeguards Southern Union students, faculty, staff, and authorized campus visitors
• Safeguards the College property, buildings, and equipment
• Enforces and conforms to college policies and regulations as well as state and federal laws
• Implements crime prevention procedures
• Prepares accident and crime reports
• Develops parking programs and traffic regulation
• Serves as the director of the Emergency Response team in the Chief of Campus Police’s absence
• Assists in the preparing the Campus Security and Safety Plan
• Serves as the primary investigator of on campus incidents
• Knowledge of standards by which the quality of police service is evaluated and use of police records and their application to the solution of police problems
• Maintains discipline and respect of employees and assists in the lead and command a sworn and civilian multidisciplinary staff in law enforcement and crime prevention activities
• Establishes and maintains cooperative working relationships with employees, other law enforcement agencies, boards, commissions, and the general public
• Communicates with individuals and groups
• Understands community and social conditions to determine needs
• Maintains moral integrity

MINIMUM QUALIFICATIONS:
• High School diploma or GED required
• Certification by Alabama Peace Officers Standards and Training Commission required
• Firearms certification required
• Five years of experience as a police officer required
• Three years of previous supervisory experience required

SALARY: Commensurate with education and experience according to Salary Schedule E3 ($33,794 - $47,732 annually)

BASE: Opelika Campus

APPLICATION DEADLINE: September 9, 2016; 12:00 noon
ANTICIPATED START DATE: As soon as possible after deadline

APPLICATION PROCEDURE: Applicant must meet the minimum qualifications and must submit a complete application packet by the deadline in order to be considered for the position. Please do not staple application material. Application material may not be submitted by fax or email.

A completed application packet consists of:
- Completed Southern Union State Community College employment application
- Updated resume with a list of three references
- Signed written verification of prior work experience from a current or former employer that confirms the required experience
- High school diploma, GED, or college transcripts; must include degree awarded and date conferred (Unofficial copies will be accepted before the deadline, but official transcripts must be received if employed.)
- Copies of firearms and APOST certification

Full-time employees may apply by submitting a current resume with three (3) references listed and a Letter of Intent addressing how the applicant meets the minimum qualifications.

SUSCC applications are available at the Alabama State Employment Service and at www.suscc.edu. Mail application packets to the following address:

Southern Union State Community College
ATTENTION: Human Resources
P.O. Box 1000
Wadley, AL 36276
Telephone: 256/395-2211

A selection committee will review applications; selected qualified applicants will be interviewed; finalists will be recommended to the College President for consideration. Applicants must adhere to the College’s prescribed interview schedule and travel at their own expense.

In accordance with the Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable minimum payment of $17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Southern Union also participates in E-verify.

Southern Union State Community College is an equal opportunity employer. It is the official policy of Southern Union State Community College that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment. Southern Union State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.