**Public Safety Officer Part Time- MC School of Law**

**POSITION SUMMARY:** Mississippi College is seeking qualified applicants for the position of Patrol Officer, Office of Public Safety for the School of Law campus in Jackson, MS. This is a non-sworn position. The Public Safety Officer reports directly to the Director or Assistant Director of Public Safety.

**ESSENTIAL FUNCTIONS:**

* Assist the Director of Public Safety as needed consistent with the policies and goals of the Mississippi College School of Law.
* Communicate effectively and regularly with the Director or Assistant Director of Public Safety and School of Law personnel.
* Respond to incidents on the campus that include, but are not limited to fire calls, medical calls, and vehicle accidents.
* Complete electronic incident reports, accident reports, and medical reports.
* Control building and room lock down / opening procedures as put forth by the Office of Public Safety and/ or School of Law.
* Assist students with inquiries or refer them to the appropriate office/person.
* Keep open timely channels of communication with students concerning policies, procedures, and any changes in schedule.
* Adhere to policies set forth in both the Public Safety Standard Operating Procedures and the Mississippi College employee policies and procedures.
* Maintain a neat and professional appearance and dress in the approved uniform.

**OTHER RESPONSIBILITIES:**

* Perform other related duties as requested by the Director of Public Safety.

**DESIRED QUALIFICATIONS (and please list any physical qualifications of the job too):**

* Fully support the mission, vision, and values of Mississippi College.
* High school diploma, degree or University hours desirable but not required.
* Previous Law enforcement or first responder experience desired.
* Excellent oral and written communication skills.
* Possess the knowledge, skills, and abilities to perform the specific duties of the position.
* Willingness to work evening, weekend, and holiday hours as needed.
* Able to function on foot patrol and to work outdoors in inclement weather for extended periods of time.
* Possess a valid driver’s license.
* Submit to and successfully complete a background investigation.

**Reports to:** Director of Public Safety

**FSLA Status:** Non-exempt