



# WEST VIRGINIA STATE UNIVERSITY

## **Campus Police Officer Senior (9-Months) University Police Department**

### **West Virginia State University:**

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

### **Position Description**

The Campus Police Officer Senior establishes and maintains a safe atmosphere for the faculty, staff, students, and visitors at the institution by providing police and security services, as well as, parking enforcement in accordance with all applicable federal, state and local regulations.

### **Responsibilities for the Campus Police Officer Senior**

The Campus Police Officer Senior is responsible for directing program objectives to protect the lives and property of students, faculty, staff, visitors, and the institutional community through the efficient and effective delivery of public safety services. Job responsibilities require a thorough knowledge of law enforcement and security methods including community policing, crowd control principles and investigative procedures, as well as, the ability to communicate clearly and concisely, both orally and in writing. Work is performed under limited supervision, working from established policies, procedures, and objectives. Problems faced in this position are highly varied, requiring substantial analytical and evaluative thinking, due to the nature of significant intangibles or uncertainties. Decisions have significant, broad implications for the management and operations of a division/entire institution as well as, contribute to decisions on the overall strategy and direction of the entire institution. Typical functions of this position include, but not limited to responding to calls for service, providing security at sporting events, assisting motorists, allowing or restricting access to facilities or rooms, monitoring

surveillance cameras, giving safety lectures and more. Campus coverage is 24/7.

Distinguishing Characteristics- Willing to serve as a role model and practice as a student centered, progressive police officer to enforce the laws and regulations, while interacting with and educating the student body and community on positive policing. This position work varying shift depending on need of the agency, as UPD provides 24-hour coverage. Performs other functions as required or assigned. Also complies with all Policies and Standards.

### **Requirements for the Campus Police Officer Senior**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education minimum-** West Virginia's Basic Law Enforcement Academy Completion certificate which is active, able to be re-activated or transferred from an out of state LE agency.

Additional Experience:

Field of Study -Criminal Justice preferred, but all degrees and advanced degrees will be considered.

Associate's degree, or vocational or technical school degree.

Military experience.

Any supervisory position or specialized unit such as detective, FTO, Firearms instructor,

etc. **Minimum requirement:**

At least 5 years of law enforcement experience as a certified police officer or other related.

This is a **9-month** position with benefits; Position is typically active during the Academic year or any combination of other months based on department needs, required to work during holidays and semester breaks during the year. The campus provides 24-hour coverage.

Applicants must have a valid /current WV driver's license or be eligible to obtain it if hired.

Applicants must pass a background investigation.

If offered the position, the selected candidate must either verify or establish residency within one hour of WVSU within 90 days of the

contingent offer.

**Salary Statement**

\$40,000 to \$50,000. Salary will be commensurate with experience.

**To Apply:**

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, copies of LE certification, copies of academic transcripts, and the names and email addresses or phone numbers of three professional references by March 14, 2024. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email to [jobs@wvstateu.edu](mailto:jobs@wvstateu.edu) or mail to:

West Virginia State University  
Department of Human Resources  
P. O. Box 1000, 324 Ferrell Hall  
Institute, WV 25112

**West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.**

**West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Human Resources at (304) 766- 3156 and/or [hr@wvstateu.edu](mailto:hr@wvstateu.edu).**