

TITLE: Campus Police Officer

REPORTS TO: Campus Chief of Police

CLASSIFICATION: Full-Time, Classified

SALARY: \$36,000

POSITION SUMMARY

The Campus Police Officer is responsible for the provision and coordination of college-wide security, safety programs, safety training, and various compliance reporting tasks. In general, the Campus Police provide a safe and secure environment for students, employees, and the general public. This includes the appropriate patrols of college property, the investigation and reporting on campus incidents, the collection and compilation of data relating to campus safety, writing and submission of reports in compliance with the Clery Act, VAWA, NIMS training, and Title IX. The Campus Police is expected to develop and maintain working relationships with other area law enforcement agencies and coordinate emergency and disaster response planning with those agencies.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

DUTIES AND RESPONSIBILITIES

- Handle confidential information with tact and discretion.
- Communicate with students, employees and the general public while patrolling college properties to proactively preserve law and order and achieve positive public relations.
- Respond to public safety emergencies, complaints, concerns or questions and administer proper procedures to ensure public safety.
- Conduct crime investigations.
- Enforce parking regulations, control and direct traffic.
- Inspect and maintain the security of college buildings and facilities.
- Provide public assistance such as: jump starting and unlocking vehicles; escorting individuals; and communicating special announcements.
- Communicate frequently with and listen to administration, faculty, staff, students, guests, and others to perform the essential functions of the position; must be able to exchange accurate information in various situations.
- Recognize and effectively respond to threats to self and others.
- Prepare applicable crime and incident reports for an assigned shift.
- Effectively organize accurate, complete, and legible written or text communications.
- Respond to and conduct traffic accident investigations.
- Participate in community service activities.
- Perform other duties of a similar nature or level as required.

OTHER DUTIES AND RESPONSIBILITIES

- Provide supervisor current contact information (email and cell and/or home telephone).
- Regularly check and respond to all email and voicemail in a timely manner.
- The Campus Police Department operates 24 hours per day each day of the year; normal work shift is 8 hours; and may be assigned to any shift to meet the needs of the Department.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Five years of work experience in public safety or law enforcement; valid driver's license; excellent communication, organizational, multi-tasking and writing skills; good attention to detail.
- Must be CLEET certified and able to meet CLEET continuing education and physical ability standards.
- Completes the National Incident Management System (NIMS) training within the first 90 days of employment.
- High School diploma or GED required.
- College campus experience preferred.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **January 4, 2026** are assured of receiving full consideration. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please send letter of application or resume, copies of all academic transcripts and three current names and phone numbers of professional references to:

HR@sscok.edu

or

**Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818**

SSC participates in E-verify.
Posted December 17, 2025