



Police Officer

DEPARTMENT: Campus Police
TYPE OF POSITION: Full Time, Non-Exempt

JOB DUTIES: As a certified law enforcement officer, performs crime prevention, loss prevention, traffic management, and related duties. Performs inspections of assigned campus facilities. Responds to and investigates incidents as assigned. Maintains proficiency in law enforcement vehicles, equipment and weapons. Generates reports and documentation. Provides security for special events as assigned. **Work schedule includes varied hours and shifts (day, evening, night and weekend schedules may apply at the onset of employment and may be changed during the course of employment).**

MINIMUM REQUIREMENTS:

1. A high school diploma or GED equivalency is required.
2. Current and valid Basic Peace Officer certification from TCOLE is required.
3. A minimum of one (1) year full time employment experience in law enforcement is required. (TCOLE Certification and a combination of law enforcement and related experience may be substituted.)
4. Must be proficient in grammar, spelling and report-writing.
5. Proficiency in law enforcement equipment, vehicle and weapons is required.
6. Must possess exceptional time management and detail-orientation skills.
7. Must be at least 21 years of age.
8. Must possess a valid Texas driver's license and be insurable by UMHB auto insurance carrier.

POSITION AVAILABLE: March 26, 2019

POSTING DATE: March 19, 2019

APPLICATION DEADLINE: Until Filled

HOW TO APPLY: Please visit our website at www.hr.umhb.edu/careers to apply for this position. Please submit a resume and a cover letter of interest with your online application. Application packets may also be submitted/completed in person:

**University of Mary Hardin-Baylor
Human Resources, UMHB Station Box 8020
900 College Street
Belton, Texas 76513**