



<b>JOB TITLE:</b>	<b>Part-Time Peace Officer</b>	<b>REPORTS TO:</b>	<b>Police Chief</b>
<b>DEPARTMENT:</b>	<b>Andrew College Police Department</b>	<b>START DATE:</b>	<b>Immediately</b>
<b>CLASSIFICATION:</b>	<b>Part-Time Staff</b>	<b>SALARY:</b>	<b>\$10.00hr</b>

**General Function:** Serve as the on duty police officer as needed

**Duties and Responsibilities:**

1. Understand, promote, and support the mission of the College
2. Participate as needed with activities with the Student Affairs Office
3. Serve as primary first responder during assigned working hours
4. Complete all police logs, documents, reports, and training as directed

**Minimum Requirements:**

- Valid Driver's License
- Ability to physically serve as a primary responder, work rotating shifts, weekends, and holidays and under adverse weather conditions
- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed

**Preferred Qualifications:**

Experience with collegiate or school campus policing

**Working Conditions:**

Office and outdoors patrolling environment with minimum lifting (25 pounds) required. Must be able to walk to patrol campus and secure buildings. Flexible office and/or working hours include late afternoons, early evenings, and weekends. Some regional travel may be required.

**Applicants should submit a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: Jennifer Mitchell, Director of Human Resources**  
[jennifermitchell@andrewcollege.edu](mailto:jennifermitchell@andrewcollege.edu)

*Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond. Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.*