Police Officer
(Campus Police and Security III)
University of Pittsburgh at Greensburg
(Part-Time / Temporary Position)
Application Procedures and Job Duties

Application Procedures and Requirements:
- Complete and submit a University of Pittsburgh Staff Employment Application form. This form can be found on our website www.greensburg.pitt.edu (Employment). The application must be fully completed.
- Attach a cover letter and resume to the application.
- Applications will be accepted until 5:00 pm on Friday, October 19, 2012, or until the position is filled.
  Completed packets may be mailed to or will be accepted in Room 103 Lynch Hall, 150 Finoli Drive, Greensburg, PA 15601 between the hours of 8:30 am and 5:00 pm, Monday – Friday.
  Only those candidates selected for an interview will be contacted.

Job Duties Include:
- Work all shifts, weekends, campus events and holidays as required.
- Patrol all buildings and grounds ensuring against fire, criminal activity, suspicious persons and unsafe acts.
- Enforce all Rules and Regulations and violations of state and federal laws.
- Conduct criminal and traffic investigations, make arrests and detentions per the PA Crimes Code and Vehicle Code.
- Respond immediately to all requests for services and take appropriate action. This includes escorts, vehicle assistance and removing unauthorized visitors.
- Conduct effective and thorough investigations including thefts, criminal mischief, alcohol and drug violations.
- Resolve conflict through effective problem assessment and communications.
- Enforce crowd control at Pitt-Greensburg sponsored events.
- Respond immediately to all emergency situations including injured persons, fires on campus, traffic accidents and other emergencies such as power outage and flooding.
- Enforce all parking and traffic regulations.
- Prepare reports and maintain daily incident logs.
- Secure and unlock buildings and doors.
- Maintain patrol vehicle while on duty.
- Communicate effectively both orally and in writing.
- Perform other duties as required.

Education/Work Experience Requirements:
- Bachelor’s degree in relevant field preferred; appropriate experience may be substituted.
- One to two years’ experience preferred.
- Ability to write reports utilizing a computer.

Other Requirements:
- Certified in Basic First Aid, CPR and AED.
- Physical and psychological exams must be passed satisfactorily.
- Pennsylvania Act 120 Certification.
- Criminal Background Checks.
- Valid PA driver’s license with satisfactory driving history.
- Proof of college credentials.
- Three professional references.

Salary:
- Monthly salary is in accordance with University guidelines.
- As this is a temporary, part-time position, no benefits exist.

Job No. 12-10-01

The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer