



CAMPUS SECURITY OFFICER POSITION ANNOUNCEMENT

Butler County Community College (BC3) is currently accepting applications for two (2) Campus Security Officer. This is a regular part-time position that will begin immediately. Hours may vary based on need. Evening and weekend hours will be required. Must be available to work on call, a variety of shifts including weekends, and when the College is closed.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going "all in" for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training.

The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today's higher education landscape. For the fifth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com and BestColleges.com. To learn more about BC3, please visit www.bc3.edu.

The Campus Security Officer serves as non-sworn members of the Butler County Community College Campus Police and Security Department. They are assigned to serve and protect the college community and properties owned or leased by the College. The Officer is responsible for: maintaining security and safety of persons and property; identifying, reporting and documentation of potential security and safety hazards; being observant and responding to potential unlawful/concerning activities and emergencies on campus; maintaining good public relations by assisting others as a source of information and direction; controlling and regulating traffic and parking; identifying and reporting criminal/concerning incidents, safety, and traffic incidents; conducting basic investigations; responding to and assisting in all medical emergencies within the guidelines of their training; assisting in evacuation of buildings; providing security escorts; and enforcing Butler County Community College policies. A combination of experience and graduation from high school or equivalent and Act 235 certification is required. Must be 21 years of age or older. Medical Training: CPR & First Aid required prior to the end of their training program. Must possess and maintain a valid Pennsylvania driver's license with a safe driving record. Favorable background check; physical and psychological evaluation; and drug screening required prior to employment.

Hourly rate for a Part-time Campus Security Officer is \$18.00. Review of applications will begin immediately. Interested candidates should visit Employment Opportunities listed on the College website at www.bc3.edu, complete the [employment application](#), and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references to HRJobs@bc3.edu. Incomplete application packets and/or any materials regarding this position that are received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human

Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Christina M. Fleeger
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002
HRJobs@bc3.edu

Butler County Community College is an equal opportunity, affirmative action employer.