

Campus Police Officer
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=263577>

Downloaded On: Oct. 8, 2025 2:36pm

Posted Oct. 8, 2025, set to expire Aug. 12, 2026

Job Title Campus Police Officer
Department Arkansas State University - Newport
Institution Arkansas State University - Newport
Newport, Arkansas

Date Posted Oct. 8, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Apply By Email

Job Description

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Campus Police Officer

Location: Jonesboro

Job Code: 385

of Openings: 1

Campus Police Officer

Arkansas State University-Newport

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Arkansas State University-Newport is accepting applications for the position of Campus Police Officer for the ASUN-Jonesboro campus. The Campus Police Officer is a member of the campus police force, which serves and protects the ASUN college community. Officers are responsible for maintaining security and safety of persons and property; identifying potential security and safety hazards; being observant and responding to potential crime activity on campus; maintaining good public relations by assisting others as a source of information and direction; controlling and regulating traffic and parking and investigating all security, safety, and traffic incidents.

This position is governed by state and federal laws and agency/institution policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides for campus safety by maintaining order, responding to emergencies, protecting students, staff, visitors and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Plans, develops and implements relevant public information and preparedness education programs for students, faculty, staff and visitors using a variety of presentation methods.
- Enforces a campus-wide network of building security procedures to ensure ASUN buildings and grounds are safe and secure.
- Supervises, indirectly, all activities on campus, which might have a safety or security interest.
- Identifies areas of energy waste and reports findings to supervisor.
- Incorporates ASUN mission, values, objectives and goals into the daily operations of the department.
- Conducts investigations of crimes, security, safety and traffic incidents
- Reflects a positive, professional image of the Campus Police Department.
- Ability to interact in an effective and appropriate manner with diverse populations, in the University community and the public.

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- Prepares statistical reports and correspondence on the computer system utilized by department.
- Maintains accurate electronic and paper records.
- Effectively completes all associated personnel actions in a timely and accurate manner.
- Provides effective leadership with emphasis upon the basic principles of human behavior, communication and decision-making.
- Provides motorist assists and escorts for campus community
- Works extended shift or special events and must be available to serve on-call
- Transports money and documents as needed
- Record facts to prepare reports that document incidents and activities.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Patrol specific area on foot or motorized conveyance, responding promptly to calls for assistance.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- Relay complaint and emergency-request information to appropriate agency dispatchers.

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- Evaluate complaint and emergency-request information to determine response requirements.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Issue citations or warnings to violators.
- Direct traffic flow and reroute traffic in case of emergencies.
- Inform citizens of community services and recommend options to facilitate longer-term problem resolution.
- Provide road information to assist motorists.
- Inspect public establishments to ensure compliance with rules and regulations.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Must meet the ACT 452 of 1975 as being certified by the State of Arkansas as a Law Enforcement Officer. Minimum 5 years' experience and must be familiar with community policing. Must be 21 years of age. Must have a high school diploma or possess a GED equivalency.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Responsible for monitoring and security of all ASUN property and equipment.

SUPERVISORY RESPONSIBILITIES

None

COMMUNICATION SKILLS

Ability to interact effectively with students, faculty and staff. Ability to write detailed reports, correspondence, and policy/procedure manuals so others will understand; Ability to effectively present information and respond to questions from groups of students, faculty, administration or the general public. The ability to speak clearly so others can understand your instruction. Ability to detect and correct grammatical and spelling errors in written correspondence.

MATHEMATICAL SKILLS

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Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and to deal with a variety of known variables in situations where only limited standardization exists.

SUPERVISION RECEIVED

Under general direction of the Vice Chancellor, working from policies and general directives. Occasionally refers specific cases to supervisor as clarification or interpretation of the organization's policy is required.

PLANNING/ORGANIZING

Ability to handle multiple tasks simultaneously. Considerable responsibility with regard to general assignments as well as the planning of time, method, manner, and/or sequence of performance of own work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of significant importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component as well as the organization as a whole.

CONFLICT

Requires dealing with unpleasant, angry, or discourteous people and requires dealing with violent or physically aggressive people.

PROBLEM SOLVING

Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use office equipment (desktop/laptop computer and Microsoft Office Suite).

CONTACT WITH OTHERS

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Regular contacts with students, parents, faculty, staff and community leaders. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Regular contact with other university employees at all levels within the organization.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Must be a certified Police Officer in the state of Arkansas in accordance with the Arkansas Law Enforcement Standards Training Academy with ACA 12-9-106 or an approved law enforcement training academy and must possess a valid Arkansas driver's license.

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing, Presentation/PowerPoint, Alphanumeric Data Entry, Database, & Spreadsheet

TOOLS

Must be able to qualify with individual weapon.

Must exhibit the ability to use the following items:

Metal handcuffs

Plastic handcuffs

Electroshock weapons

Police vehicles

TECHNOLOGY

Regular use of Microsoft Excel, Outlook, and departmental software.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

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While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The incumbent must be able to perform the following; physical and mental stamina to fire weapons, react and move rapidly from sedentary to active condition in response to environmental situations, assume a variety of bodily positions and postures necessary to employ "cover and concealment" during a deadly force encounter, respond to a physical attack and possess the ability to escape attacker, subdue attacker and/or summon aid. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. Must have the ability to see, hear, run and stand for prolonged periods, wear required equipment, place physical restraint holds, affect arrests and perform other physically demanding duties of a police officer

ENVIRONMENTAL CONDITIONS

Requires working in extremely bright or inadequate lighting conditions, Includes exposure to sounds and noise levels that are distracting or uncomfortable. Requires working in very hot (above 90 F degrees) or very cold (below 32 F degrees) temperatures.

To apply, please visit

<https://phe.tbe.taleo.net/phe03/ats/careers/v2/viewRequisition?org=ASUN&cws=37&rid=385>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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