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[www.nvcpd.org](http://www.nvcpd.org)

## **ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY**

### **Campus Service Officer (CSO)**

Napa Valley College invites your application for this non-sworn position, which offers a unique opportunity to interact with the diverse spectrum of people present on a college campus. The College Police Department responds to more than 15,000 calls for service each year, ranging from serious crimes against people to unlocking doors.

#### **Napa Valley College**

The college is a vital part of a community known for its beautiful setting, cultural amenities, and mild year-round climate. We are dedicated to educational excellence and student success. The college has a rich tradition of educating generations of Napa Valley residents. We serve more than 9,000 students at our main campus and at a satellite campus in St. Helena.

Napa Valley College has 100 full-time faculty positions and nearly 200 part-time faculty. More than 140 classified staff members and 40 administrators support our educational program. We promote and support a spirit of teamwork. Attracting, nurturing, and celebrating diversity in staff and students is a college priority. We work with a diverse population of students from all socio-economic, cultural and educational backgrounds.

#### **Campus Service Officer Responsibilities**

The primary responsibility of the Campus Service Officers is parking enforcement and general support of the on-duty police officers. This specific Campus Service Officer position will be assigned to work at the Upper Valley Campus in the City of St. Helena, during evening hours.

The job description contains the specific tasks, duties and minimum knowledge and abilities required for the job. The job description can be obtained at [www.nvcpd.org](http://www.nvcpd.org).

#### **Nature of Assignment/Compensation**

The Campus Service Officer is a part-time hourly; non-benefited position. The salary is \$14.87 per-hour. This position is 32 hours per week, 1500-2300, Monday - Thursday

#### **Application Process**

Application will be accepted at the College Police Department (Building 2250) or via mail or email ([collegepolice@napavalley.edu](mailto:collegepolice@napavalley.edu)) until Monday, August 8, 2011, 5:00 p.m.

Interested applicants must submit:

1. Complete a Napa Valley College employment application, which can be obtained at [www.nvcpd.org](http://www.nvcpd.org).
2. Persons whose applications meet the needs of the College will be invited to an interview.
3. Final candidates will be required to undergo a background investigation; fingerprint clearance; and drug screening.