

## Careers at Drexel - Human Resources

Drexel University is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the University community and the educational and employment experience of its members. The University prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our [Policies page](#) to view all University policies related to Human Resources and [News and Announcements](#) for workplace postings. Background investigations are required for all new hires as a condition of employment, after the job offer is made. Employment may not begin until the University accepts the results of the background investigation.

### University Police Officer

Apply now **Job no:** 494381

**Work type:** Full-Time

**Location:** University City

**Categories:** Finance and Administration, Drexel University, Union

#### About Drexel

Drexel is a comprehensive global research university ranked among the top 100 in the nation. With over 24,000 students, Drexel is one of America's 15 largest private universities. Drexel is one of Philadelphia's top 10 private employers, and a major engine for economic development in the region. Drexel has committed to being the nation's most civically engaged university, with community partnerships integrated into every aspect of service and academics.

#### Job Summary

Drexel University police officers are responsible for providing effective and accountable law enforcement services within a diverse educational environment. The primary functions of the Drexel University Police are the protection of life and property, preservation of the peace and responding to calls for service. These functions are accomplished through visible preventive patrol and the enforcement of city, state and federal laws and University regulations.

This is a collective bargaining position governed by the Drexel Police Association agreement.

#### Essential Functions

- Utilizes "best practices" of modern community oriented policing to

- prevent criminal activity and to enhance the quality of life for the community.
- Adheres to the highest ethical and professional standards in the Enforcement of Federal, State, City laws/ordinances and University regulations through patrol, investigations and the apprehension and prosecution of violators.
  - Facilitates traffic safety by enforcing traffic laws and ordinances, investigating traffic accidents and regulating vehicular and pedestrian traffic.
  - Mediates disputes for the purpose of preventing crime and maintaining the peace.
  - Investigates criminal offenses and takes necessary steps to identify and arrest violators; testifies in criminal justice proceedings.
  - Completes detailed reports and documentation essential to the effective operation of the Department and to support criminal and internal investigations.
  - Provides police and customer services, first aid and general assistance as required.
  - Promotes the concept of community by serving as public safety ambassador at University and public gatherings and by protecting the collective and individual rights of the community and its members.
  - Interacts with various public and private groups and individuals to promote and explain the functions and responsibilities of the Department.
  - Educates the public on security and traffic safety topics.
  - Required to work varied shifts.
  - Other duties and responsibilities as assigned.

### **Required Qualifications**

- High School Diploma or GED
- Candidates for this position must be Act 120 and PA MPOETC certified (a graduate of a Pennsylvania municipal police academy or a graduate of an out-of-state police academy program recognized by the Municipal Police Officers' Education and Training Commission).
- Must successfully complete a PA Act 120 test before completion of hiring.
- candidates must possess a valid Driver's License and must be at least 21 years of age and U.S. Citizenship.
- Candidates must agree to and satisfactorily pass (to be truthful, clear of, clean, and found not to have been convicted of any state or local laws) comprehensive background checks, including sensitive or confidential aspects of their personal lives. The background checks may include but are not limited to: education verification, past work history reference checks, vehicle operator license verification, past driving history, and a criminal records check. Vehicle operator license checks and criminal background checks will be conducted annually.

### **Preferred Qualifications**

- Associate degree preferred

### **Physical Demands**

- Typically bending, crouching, stooping
- Typically running, climbing
- Lifting demands ≤ 50lbs
- Typically standing, walking

## **Location**

University City

## **Additional Information**

### Confidentiality statement:

1. All candidates must be willing to sign a confidentiality statement relating to the confidentiality of sensitive University information, student records, faculty records, staff records and all information deemed confidential by the Department of Public Safety and Drexel University.
2. The average background investigation takes one to two months. Because of the time needed for the background investigation, the average selection process can last up to six months. Applicants not selected may reapply whenever an opening for that specific position is available. Applicants who are disqualified during the pre-employment interview process or background investigation will only be reconsidered if the status of their eligibility has changed from the previous application.

### Selection and Hiring Process:

1. The Drexel University Department of Human Resources and the Department of Public Safety (DPS) personnel develop a fully qualified applicant list.
2. Pre-employment interview(s) with DPS and other university representatives.
3. Comprehensive background investigation.
4. Conditional job offer (requires successful completion of physical examination which includes drug and alcohol screening & psychological evaluation to determine suitability for this position).
5. Candidates selected for employment are scheduled for orientation and in-service training.
6. Job will be posted for a minimum of 5 days.

Applicants will be expected to show proof of current ACT 120 and PA MPOETC certifications during the interview process along with proof of a valid driver's license.

## **Special Instructions to the Applicant**

Please make sure you upload your resume and cover letter when submitting your application.

Review of applicants will begin immediately and will continue until a suitable candidate pool is identified.

**Advertised:** Jan 21 2020 Eastern Standard Time  
**Applications close:** Feb 21 2020 Eastern Standard Time

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Drexel University, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) publishes the [\*Drexel University Security & Fire Safety Annual Report\*](#) for current and prospective students and employees. This report contains important safety information and crime statistics for the previous three years. These statistics pertain to reported crimes that have occurred on campus, in certain non-campus buildings or properties that are owned or controlled by Drexel University, and on public property within, or immediately adjacent to and accessible from the campus.

Printed copies of this report are also available by calling the Public Safety Administrative Office, 215.895.1550.

Additional information about the services provided by the Drexel University [Department of Public Safety](#) can be obtained by visiting their website.