

Adams State College
Student Affairs, College Police Department
Work Study Job Description

Work Study Job Title: Training Media Technology Assistant
School/Department: College Police
Contact Person: Dr. Joel F. Shults
Email: jshults@adams.edu
Address: Coronado Hall
Telephone: 587-7901

Job Description:

Mission: Assisting full time members of ASCPD in meeting its stated mission by providing assistance to the ASCPD and local law enforcement training function. The mission of Adams State College Police Department is: "In stewardship of the authority with which we are entrusted, in partnership with the community we serve; to maintain a safe and orderly environment for learning and working."

Tasks:

- Operate digital DVD and still cameras
- Edit training media including movies, Powerpoint©, paper workbooks, and graphic materials in page, digital, and web formats
- Write narrative reports and fill out report forms
- Interview persons for audio and video productions
- Write script and narration
- Maintain ASCPD records by computer and by writing
- Computer hardware and software operation, cell phone, PDA, and other electronic devices
- Assist other law enforcement agencies, as assigned by the Chief of ASCPD, in developing training materials
- May operate ASCPD vehicles and equipment

Conditions: Close supervision by senior ASCPD members; variety of work environments both indoors and outdoors; may encounter hazardous conditions while accompanying police officers; must comply with dress code and personal appearance requirements , perform multiple tasks simultaneously.

Requirements:

- Age 18 or older
- Must pass background check with references, former employers, character references
- No significant criminal history; no domestic violence, assault, theft, or extensive driving record; no drunk driving related offenses
- Confidentiality agreement; must agree to keep all law enforcement information confidential regarding victims, perpetrators, peace officers, and information about police training and practice.

Adams State College
Student Affairs, College Police Department
Work Study Job Description

- Must consent to pre-employment drug test and employee drug testing policy
- Must consent to polygraph examination prior to and during employment
- No recent illegal drug use, including marijuana
- No recent history of abuse of alcohol, moderate or no current alcohol use
- No recent history of abuse of prescription drugs
- Non-smoker
- Physically able to sit for long periods of time; must have mobility to access items in the ASCPD office
- Normal vision and hearing acuity (glasses, contacts, and hearing aids are permitted if assisted hearing and vision is within normal acuity ranges) to hear radio traffic, read computer screens and written records.
- Must be able to maintain a professional appearance and exceptional hygiene
- Must have sufficient dexterity to operate office equipment
- Must agree to psychological evaluation prior to employment and during employment upon request of the Chief
- Candidates must consent to a behavior contract that insures the proper professional association with ASCPD in a manner that does not bring harm to the reputation, effectiveness, or operation of the ASCPD mission
- Must pass a written test and interview process
- Candidates, prior to appointment, must provide emergency medical information including all current medications; records must be kept current during employment
 - Must be willing to work flexible hours, including weekends and late nights, keeping scheduled work commitments a priority