



NOTRE DAME COLLEGE JOB OPPORTUNITY

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population in the liberal arts for personal, professional and global responsibility.

Excellent Employee Benefit Package available including Tuition Reimbursement!

Title: Police Officer
Department: Police Department
Status: Full-time and Part-time
Classification: Staff
Start Date: Immediate

Job Summary:

Notre Dame College is looking for a Police Officer to fulfill a variety of public safety duties providing emergency aid, security and protection to the campus of the Notre Dame College.

Exercises occasional supervision as a senior officer on special or relief duty; supervision is not a normal responsibility of this position.

General Description

Under the general supervision of the Patrol Division Commander, or orders from senior officers, Patrol Officers are responsible for maintaining law and order, investigating crimes, and protecting life and property within the City of South Euclid, and performing related tasks as required. May be assigned to a detective position to perform investigative functions.

Minimum Requirements for All Police Officer Candidates

- High School Diploma, G.E.D. or equivalent certificate.
- Must be 21 years old.

- Must be a citizen of the United States or have legally declared his/her intention of becoming a citizen.
- Must pass a physical, psychological, and polygraph examination
- Must be able to understand and carry out instructions.
- Ability to keep records and prepare reports.
- Must have a valid State of Ohio motor vehicle operator' license.
- Ability to write and speak effectively, Ability to develop and maintain effective working relationships with students, associates, College officials and the general public.
- Must be able to work on shifts; must be able to work outside during periods of inclement weather.
- Must possess, proper certification as a police officer in the state of Ohio (O.P.O.T.A.).

Work is performed in both office and field settings, as assigned or scheduled, in all weather conditions or potentially hazardous and life-threatening situations. Department operates 24-hours-a-day, 7-days-a-week, 365-days-a-year. Officers may be assigned to any or all shifts based on the needs of the agency. Overtime is mandatory at times of high need but is not guaranteed. Officers may be called in to work on days off. Officers may be required to work special details, or work without advanced notice.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal. HOW TO APPLY: Please send a resume cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus. Only candidates who meet all of the specified criteria will be invited to interview.