



Position Vacancy

Position: Campus Safety Dispatcher
Status: full and part-time, non-exempt, temporary, summer
Department: Campus Safety
Reports to: Lead Campus Safety Officer (Sergeant)

Duties and Responsibilities

- Receive, screen, and prioritize emergency and non-emergency requests for service and assistance, and notify and/or dispatch Campus Safety Officers and/or other staff and agencies as appropriate.
- Evaluate information received and utilize protocols provided to determine appropriate action or actions to be taken.
- Dispatch police, fire, ambulance, or other emergency agencies, as needed and required.
- Make notifications of incidents and emergencies to appropriate and required college officials and outside agencies.
- Operate a multi-frequency radio, Push-to-Talk cell phone, and computerized record keeping system.
- Monitor fire alarms system and follow procedures for fire alarm response.
- Issue ID cards and parking permits.
- Oversee Lost and Found.
- Enter parking and moving citations.
- Record shift activities and other information into the Campus Safety reporting system, in a quick and accurate manner.
- Data entry and assisting in maintaining computerized electronic Campus Safety databases.
- Maintain effective communication with Campus Safety staff, outside agencies, students, employees, contractors, and visitors in a professional manner and with a positive customer service attitude at all times.
- Assist Campus Safety staff as needed, when not occupied with primary duties.
- Provide and request support from members of Student Affairs staff as appropriate and as directed by Campus Safety Lead Officer (Sergeant) or Campus Safety Director.
- Perform other duties and task as assigned and required.

Requirements:

- Must be at least 18 years of age.
- Must have knowledge of basic computer data entry and Microsoft Office programs.
- Must be able to handle sensitive information in a discreet and professional, and maintain confidentiality.
- Must be able to work at multiple time-sensitive tasks and issues in response to visual and sound stimuli with a high degree of accuracy.
- Must be reliable and dependable and report for work on a consistent and predictable basis.
- Possess strong interpersonal, problem-solving, and listening skills, with attention to details.
- Ability to provide clear verbal and written communication, in a courteous and professional manner.
- Ability to determine work priorities, and to make rapid and appropriate decisions.
- Ability to work independently and in a team.
- Able to work various shifts, including nights, weekends, and holidays.
- Must be reachable during off duty hours, for shift coverage and emergencies.
- Must be able to stay in the office for the full scheduled shift, with limited opportunity for physical movement; individuals must sit while observing a computer display screen for uninterrupted periods of time.

This is an essential personnel position, which requires the employee to report to work when the College is closed and during emergencies.

To Apply:

Applicants should complete the on-line application, submit a letter of interest, current resume and contact information for three professional references.

[APPLY HERE](#)

Paul Smith's College values diversity in the College community and seeks to assure equal opportunity through its continued Affirmative Action program. Women, Minorities, People with Disabilities and Veterans are strongly encouraged to apply.

EOE/AA/M/F/D/V