



Adrian College

Position Title:	Campus Safety Dispatcher
Classification:	Part-time, Hourly
Purpose of Position:	Support the College by receiving and responding to routine and emergency calls
Education:	High School Diploma; Associate's Degree preferred
Supervision Received:	General supervision; reports to Director of Campus Safety
Supervision Exercised:	May oversee activities of student safety officers
Work Schedule:	Part-time; up to 29 hours per week; various shifts; must be available weekends and holidays
FLSA Classification:	Non-Exempt

Example of Duties:

This position involves frequent verbal, written and email correspondence with students, staff, and faculty. The successful candidate will:

- Receive routine and emergency calls in the Campus Safety Communications Center related to general information inquiries or police/fire/medical and other emergency services
- Determine the nature, location, and priority of the request and dispatch the appropriate resources in accordance with established procedures using a computer-aided dispatch system
- Monitor alarms, video security, and radio networks and use judgement to dispatch resources as needed
- Enter, updated, and retrieve information from a variety of computer systems
- Provide exceptional customer service and write reports
- Complete all mandated reporting requirements
- Perform other duties as assigned.

Minimum requirements:

- High School diploma
- 1-2 years of relevant experience or an equivalent combination of training and experience
- Must be able to work well under pressure and in stressful situations and must be able to work independently and prioritize routine and emergency calls
- Must currently possess CPR certification or be able to obtain within three months
- Must possess strong verbal and written communication skills and be proficient using email, Microsoft Word and a variety of computer systems
- Must be detail-oriented and be able to keep timely and complete logs/records/documentation, communications and other information in confidence
- Must be able to sit for long periods of time and be able to perform duties within the normal bounds of an office environment

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

- An Associate's or Bachelor's Degree
- Prior experience working in a campus environment
- A demonstrated familiarity with security, surveillance, and communication systems, safety precautions and procedures and Adrian College policies and procedures
- One or more years of previous work or volunteer experience dispatching for a Police, Fire, or EMS Agency
- Experience entering data on a Computer-Aided Dispatch (CAD) system and demonstrated knowledge of security operating systems

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must complete a background check and must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter and resume to campus-safety@adrian.edu.