

PART-TIME DISPATCHER

UNIVERSITY POLICE

Description: The Part-time dispatcher is responsible for providing radio and telephone communications for the University Police Department and for dispatching calls for assistance to the University Police officers.

Minimum Requirements: A high school diploma and at least 2 years of strong customer service experience. Certification through the South Carolina Criminal Justice Basic Telecommunications class is preferred. National Crime Information Center (NCIC) training is preferred or must be able to complete within 30 days of hire. Must have a minimum typing speed of 30 words per minute. Must have strong skills in providing excellent customer service and demonstrate strong ethics. Must live in close proximity to Lander University. A valid driver's license and safe driving history.

Knowledge, Skills and Abilities: Must have great communication and computer skills. Ability to correctly evaluate situations and make good decisions. Ability to deal firmly, yet tactfully, with the public. Ability to interact well with members of the University community as well as with fellow employees. Ability to make decisions independently. Ability to remain calm and make quick decisions during stressful and emergency situations. Work involves operating a multichannel radio console and multi-line telephone system.

Hourly Rate: \$ 12.00

University Hours: 8:00am – 5:00pm, Monday – Friday

Work Hours per Week: Varied up to 30 hours.

To include some nights and weekend

Class Code: BA10 – **State Title:** Communications Specialist I – **Band:** 02

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



Lander University is committed to equal opportunity employment and being an employer of choice. Lander believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Lander as an educational institution and within the community, region, and state. Moreover, Lander is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of Lander that it will not discriminate based on race, color, religion, sex, national origin, age, disability or other protected characteristics.

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