



## **Campus Safety Dispatcher**

Wofford College invites applications for a dispatcher in the Office of Campus Safety.

Reporting to and working directly for the dispatch supervisor, the dispatcher is the primary and first point of contact for incoming calls. S/he is an excellent communicator who is able to remain calm and composed, especially in emergency situations. S/he receives emergency and non-emergency calls, creates detailed records and prioritizes calls according to urgency and importance. In a timely manner the dispatcher transmits/forwards calls, including information and/or dispatching resources to the correct recipient(s), whether that be another officer, employee, department, area or unit on the Wofford campus or outside agency or community member. Other related tasks and expectations include office operations and functions support, as well as knowledge and use of emergency alert systems and accommodating equipment. Additionally, the dispatcher will contribute to the needs of the office and the Wofford community by participating in office and/or campus initiatives.

The campus safety dispatcher is a full-time non-exempt position, in which scheduled shifts hours will be determined at the time of appointment; approximately 40 hours per week, rotating every two weekends.

### **QUALIFICATIONS:**

The campus safety dispatcher works under close and general supervision and must possess excellent communication (speaking, reading, writing and listening) skills to communicate effectively with all employees and the public, especially in stressful encounters. The campus safety dispatcher is required to use office hardware and software technology specific to dispatching, including (but not limited to): CAD system, CCTV, emergency alert systems to include the campus siren system, switchboard, wireless communication systems, telephones and the UHF radio system. Preference will be provided for candidates with proficiency in Microsoft Office products (Word, Excel, PowerPoint, Internet Explorer and Outlook).

This position works with confidential information and will be subject to the college's confidentiality policies. Keen attention to detail, punctuality and attendance adhering to the work schedule is expected. Strict adherence to practices and procedures used to operate an emergency communications center is essential. Knowledge and use of appropriate FCC rules, regulations and policies as they relate to Wofford's emergency dispatch center is expected.

### **APPLICATION:**

Application materials should be emailed to [Dispatch@wofford.edu](mailto:Dispatch@wofford.edu). Application materials include: (1) a cover letter explaining their experience and interest, (2) a current resume, and (3) minimally three professional references (with telephone numbers and email addresses).

### **EEO STATEMENT:**

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop, and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex (including pregnancy or childbirth or related medical conditions including but not limited to lactation), sexual orientation,

transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require an accommodation to participate in any part of the hiring process, please reach out to [HumanResources@Wofford.edu](mailto:HumanResources@Wofford.edu).

A background check will be conducted for finalist candidates. Employment is contingent upon completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.

**COMPLIANCE WITH TITLE IX:**

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at [www.wofford.edu/titleix](http://www.wofford.edu/titleix). Reports can be made to the Title IX coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college's Title IX coordinator and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator

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429 N. Church St.  
Campus Life Building, Office 6  
Spartanburg, SC 29303  
864-597-4047  
[estabrookar@wofford.edu](mailto:estabrookar@wofford.edu)

External inquiry can be made to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
800-421-3481  
[OCR@ed.gov](mailto:OCR@ed.gov) / <http://www.ed.gov/ocr>