



CAMPUS SAFETY DISPATCHER

Wofford College is a place where thought leads, where ideas are celebrated and problem-solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. A Phi Beta Kappa college (chartered in 1940), Wofford offers 27 major fields of study to a student body of 1,823 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities, and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford is currently accepting applications for a dispatcher (evening shift) in the Office of Campus Safety. Reporting to the campus safety dispatch supervisor, the dispatcher performs a variety of safety communications and dispatching, office support, and routine administrative duties, including receiving calls for police services, assessing level of need and relaying emergency information to officers in the field. The dispatcher creates records of police calls for service, makes entries into required state and national data files, monitors alarms and performs a variety of tasks related to safety, security and parking.

The Office of Campus Safety is a 24-hour, 7-day-a-week operation, including all holidays. This is a full-time position and requires the ability to work evening/night shifts.

ESSENTIAL JOB DUTIES

The dispatchers’ responsibilities include, but are not limited to the following:

- Answers incoming calls and operates a two-way dispatch radio to obtain/retrieve information and to transmit information by dispatching appropriate officers or other emergency agencies.
- Disseminates information to appropriate campus safety personnel via logs, notes, memos, email and voice concerning possible issues, incidents or events that occur.
- Monitors and dispatches all police and fire alarm activations.
- Monitors camera systems and door security systems for alarms and observed activity.
- Monitors area police, fire and EMS frequencies, taking action when needed.
- Uses the computerized aided dispatching (CAD) system as a means of unit safety and records management.
- Maintains and cares for data storage mediums used in recording devices.
- Maintains and issues equipment, including college keys.

- Coordinates maintenance work orders as needed.
- Interacts with faculty, students, staff and visitors in a professional manner both on the phone and in person, providing quality customer service, furnishing directions and campus information.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- High school diploma or equivalent.
- 1-year experience involving substantial public contact.
- Excellent computer, communication, customer service and organizational skills.
- Prior dispatcher/operator experience in a college setting is preferred.
- Any candidate offered this position is required to go through a pre-employment criminal background check as mandated by state law.

APPLICATION

All application materials may be submitted electronically to CampusOfficer@wofford.edu. Application materials include: (1) a letter of application explaining how you meet the qualifications of this position, (2) a current resume and (3) names and contact information for (minimally) three professional references.

ABOUT WOFFORD COLLEGE

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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 basis of race, color, creed, religion, sex, 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 local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.