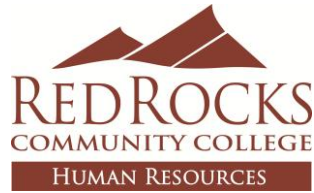

Student Employment Position Announcement



Campus Police Dispatcher I Student Hourly

Job Description: This position is one that requires great responsibility and reliability by the applicant due to the nature of the duties a dispatcher must perform. Dispatchers provide communications of a public safety nature for the Campus Police and other departments within the Red Rocks Community College "Campus" jurisdiction (Lakewood/Arvada). There may be occasional communication with surrounding law enforcement and emergency response agencies as necessary. This position is responsible for telephone communication related to emergency and non-emergency situations; utilizing and maintaining a two-way radio system to dispatch and monitor patrol personnel on emergency and non-emergency calls; and query, enter, modify and cancel items in the National Crime Information Center/Colorado Crime Information Center (NCIC/CCIC) computer to provide police personnel with pertinent information while documenting everything in CAD (computer aided dispatch) and RMS (Records Management System) systems. Must also respond to incoming requests for service via phone, radio, and walk-in traffic. Have the ability to multi-task with computers, radio, telephone communications, and citizen walk-in requests. Use a variety of computer software to access and record information. Must be able to work in a stressful environment as well as be productive during low student population times and semester breaks. Strong Customer Service skills, Team player approach and the ability to maintain a positive attitude are necessary for this position. This position is suited for someone interested in beginning a career in Public Safety.

Job Requirements: Applicant must be able to type 40 wpm, possess excellent communication skills, and have good retention of information and systems upon completion of training. Must have the ability to prioritize events from serious to normal activities. Must have the ability to act independently in decision making. **Excellent** work ethic with integrity above reproach. Applicant must consistently demonstrate strong Customer Service skills, Team player approach, with a positive attitude. Requires candidate to keep all police information confidential. Work shifts range from 8:00 AM to 11:00 PM, Monday to Friday with some Saturdays. (MAY WORK UP TO 20 HOURS A WEEK). Requires a clean Criminal History to enable the applicant to obtain an Operator Security Number (OSN) from the Colorado Bureau of Investigations (CBI) within 60 days of hire. **You must be eligible for student employment (enrolled in a minimum of six (6) credit hours for the Summer/Fall 2015 semester)** to apply.

Job Payment Information:

Wage: \$12.00 an hour

Paid: Bi-weekly (Fridays)

How to Apply:

1. Go to Human Resources to receive your referral form.

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2. See Rita Shull in Campus Police with a resume in hand, or call 303.914.6494 or email at rita.shull@rrcc.edu. A background investigation which includes personal, employment and criminal history is performed. Due to the extensive training for this job, we will not be reviewing candidates whose tenure at RRCC is under one year.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, gender, sexual orientation, gender expression, religion, age, national origin, or ancestry, or any other category protected by applicable law.

The College has designated the Human Resources Director as its Equal Opportunity Employment Officer and Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. Report all concerns or complaints relating to discrimination or harassment to the Title IX/EO Coordinator(s): Bill Dial, Director of Human Resources/Title IX Administrator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303.914.6298. bill.dial@rrcc.edu.