



JOB DESCRIPTION



INFORMATION

Job Title	<i>Community Service Officer – Dispatch</i>	EEOC Job Classification	Service Worker
		FLSA Classification	Non-exempt
Department	Campus Safety	W/C Classification	9101 – Labor
Reports To	Director of Campus Safety	Effective Date	8/6/2020

SUMMARY

Community service officers are unarmed positions, wear distinctive uniform, and perform dispatch duties in support of the patrol division.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Position is staffed 24 hours per week on 8.5 hour dispatch shifts (unpaid meal), b/w Mon-Friday, general business hours (0800-1630). Flexibility is required for variations on start or end time (0600-1800), as scheduled.
- Position will only be staffed during Fall/Spring semesters, and during the semester will not be needed on days without assigned campus classes or during break weeks or semester breaks. Hours may be available during some breaks, but no obligation should be expected.
- Position will be required to work as scheduled by department
- Perform dispatch services in a static post (e.g., operate computer, log rounds for officer in software programs, monitor CCTV, send mass alerts, dorm/guest registration, operate gates at guard shack with electronics, key sign in/out, monitor/answer phone lines, provide support services for patrol using software), other duties as assigned within the role of a dispatcher and/or support for patrol division working shift.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing and able to proficiently operate a two-way radio.
- Possess and exhibit keen observation skills.
- Must be at least 18 years of age.
- Valid BSIS Guard Card is required.
- Must successfully pass a background investigation.
- Able to follow instructions and receive constructive criticism.
- Self-disciplined able to work with a minimum of supervision.
- Able to maintain static position for long hours of assigned shift, except for breaks.

- Follow all standard operating procedures and policies of department and university.
- Able to articulate the importance for safety for life and property and maintain calm during an emergency and not panic during a crisis or faint at the sight of blood.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- High school diploma or equivalent.
- Two years of administrative experience preferred.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.

Selection Process:

- Step 1: Application and resume submitted to Human Resources
- Step 2: Job Interview
- Step 3: Background - verification of qualifications, licenses, reference check
- Step 4: Conditional Job Offer: Supplemental Questions, Drug screening, Physical Exam, Physical Ability Test
- Step 5: Admin Review / Hire