



Department Of Human Resources

Bagen Hall, 108 | phone 716-888-2240 | fax 716-888-2233

November 19, 2009

TO: Canisius College Community
FROM: Deborah Siegrist, Director of Human Resources
SUBJECT: Position Available

PUBLIC SAFETY DISPATCHER

**Part Time
Saturday and Sunday
7:30am to 3:30pm**

Job Duties

Dispatchers must speak clearly, think quickly, work under stressful situations, have ability to listen closely and take notes. Will be required to sit for long periods of time. Dispatchers will operate the Computer Aided Dispatch System (CAD), have the ability to follow instructions, operate a fire alarm system, radio base unit, and college ID card system. Dispatchers will interact with the students, college faculty and staff, the general public and other police agencies.

Service Range

The Dispatcher for the Department of Public Safety is a part-time position. The work schedule is Saturday and Sunday from 7:30am to 3:30pm.

Key Skills/Requirements

- Must have a high school diploma or GED, with one year of experience in radio communications or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must be at least 21 years of age.
- Computer Proficiency - Use and knowledge of Microsoft Office and other programs to operate a computer in an effective and efficient manner. Possess the ability to learn additional computer programs.
- Understand chain of command and possess a professional demeanor with the ability to work effectively with various constituencies.
- Strong organizational, interpersonal and communication skills.
- Strong attention to detail.
- Requires completion of a dispatcher training course.

Canisius College is an independent, co-educational, medium sized institution of higher education conducted in the Catholic and Jesuit tradition. Minority candidates strongly encouraged to apply. Canisius College is an Equal Opportunity/Affirmative Action Employer.

To apply for this position, please pick up an application in Bagen Hall, Room 108, download an employment application at www.canisius.edu/hr/jobs.asp or call 716-888-2289 for an application to be mailed to you. Please apply by November 30, 2009.