

### **Dispatcher (Part-Time)**

Provide information and communication support services. Performs all phases of Communications to include: Call Taker, and Police Telecommunications.

### **Job Duties:**

Performs duties under the direct supervision of the Communications Supervisor. Duties will be performed in the Communications Centers which operate on a 24-hour basis. Personnel are assigned to an eight-hour shift which may require working nights, weekends, and holidays. Personnel are required to work in situations of extreme stress (to include natural and man-made disasters). Incumbent is required to be totally familiar with all policies, procedures, and functions of Communications Section and to achieve satisfactory performance standards in all functional areas.

### **Qualifications:**

Graduation from high school or GED; Must successfully pass a background investigation (to include a polygraph examination). This position requires successfully passing testing for controlled substances and hearing test. Must possess a valid Virginia driver's license and must have a satisfactory driver's record based on the Hampton University criteria. This position is Non-Exempt. **DCJS Dispatcher Certification preferred.**

### **Requirement:**

- The ability to develop and maintain cooperative and professional relationships with fellow employees, representatives from other departments, and supervisors
- The ability to use logic and reasoning to reach a conclusion and approaches to problems
- The ability to use judgment and decision-making skills to evaluate situations, establish priorities, and resolve matters
- Ability to think quickly
- The ability to work under stressful situations
- The ability to actively listen and communicate effectively through clear speech and hearing
- The ability to follow instructions
- The ability to write clearly and spell correctly
- The ability to establish and pass on information as needed

### **How to Apply**

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Please submit a cover letter, resume, and a completed Application for Educational Support Staff Employment either via email at [HROFFICE@hamptonu.edu](mailto:HROFFICE@hamptonu.edu) or fax to (757) 727-5969:

Office of Human Resources  
Hampton University  
Hampton, VA 23668

***\*\*No phone calls***

***\*\*Incomplete applications will not be considered***