

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Part-Time Dispatch/Switchboard
Operator

Department: University Police

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The Dispatch/Switchboard Operator is a Safety Sensitive Position responsible for the daily operation of the switchboard for Oklahoma Baptist University and will dispatch officers for the University Police Department. The role involves actual operation of the switchboard, dispatching officers, and monitoring surveillance cameras. This is a 16 hour per week role.

Essential Functions:

- Attend the switchboard during all hours of operation.
- Answer switchboard and transfer calls to appropriate offices.
- Monitor surveillance cameras covering the campus.
- Dispatch officers to service calls.
- Communicate with other Universities or Law Enforcement Agencies.
- Complete Officer Shift Log.

Required Qualifications:

- High School Diploma or G.E.D.
- Effectively and professionally communicate with co-workers, students, faculty and administration.
- Able to establish and maintain effective working relationships with others.
- Possess exceptional follow-up skills for closing communication loops.
- Able to see sufficiently enough to operate all equipment used.
- Able to hear sufficiently enough to communicate effectively with callers.
- Able to have dexterity to learn to manually operate the PBX console, radio base station, and telephone.
- Able to sit for extended periods of time.
- Able to handle stressful situations in fast-paced environments with discretion and peacefulness.

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- Punctual to scheduled shifts.
- Able to interpret information and exercise good judgement in making decisions and in communications.
- Willingness to learn to operate all equipment to perform the duties of position.
- Willing to step outside the limited description of duties and perform any job required in special circumstances.
- Able to work after hours (nights and/or weekends and holidays) when an occasion arises.

Special Requirements:

- Must be a member of a local evangelical* Christian church.*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- This position is a Safety Sensitive Position. Applicants must be prepared to document their criminal history, if any, and his or her residence history extensively.
- Please apply using the link for “Support Staff Applications” on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>