

# Sul Ross State University

## Position Description

**Official Title:** Communications Coordinator

**Salary Group:** 5

**Job Code:** 4332

### Summary

Function: Responsible for operation of switchboard, key/UDPS services, police dispatching and clerical duties

Scope:

### Duties

Essential: Responsible for the operation and management of the communication center (switchboard, police dispatch radio), and customer service desk; includes student pre-employment interviews, employments, training, and scheduling of all student employees; maintains the annual communications budget; responsible for the IVIS Identification system including activation/deactivation of authorized University personnel/students for secured card access systems, plans, organizes, and attends committee meetings for UDPS participation in the University registration process; maintains the University Sergeant Key system including maintaining secured biting codes, cutting and issuing keys, lock changes, lock repairs, inventory of key supplies, and interdepartmental billing; maintains records for citations, key services, vehicle registration/permits, student/faculty/staff information cards, and student key/citations holds; develops and coordinates with Student government student appeals and traffic court; refers students to the Dean of Students for excessive parking violations; performs miscellaneous duties and services as requested or assigned by the administrative staff. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential:

### Supervision

Received: Under the supervision of the Lieutenant of Public Safety.

Given: None

### Education

Required: High School graduate or equivalent;

### Experience

Required: One to two years office experience; clear criminal record

Preferred: Police communication-related experience; Microsoft Word and Excel; law enforcement related, security systems, key services background

### Equipment/Skills

Required: Standard office machines, PBX switchboard and police base radio, computers, printers IVIS ID card software and printers, calculator, and key/lock systems.

### Working Conditions

Usual: Works day and evening hours; office conditions with switchboard; hours may vary including split shifts and include weekends. Position is Security Sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: January, 2004