



Communications Officer Part-Time

Stonehill is a selective Catholic college located near Boston on a beautiful 384-acre campus in Easton, Massachusetts. With a student to faculty ratio of 13:1, the College engages 2,500 students in 84 rigorous academic programs in the liberal arts, sciences, and pre-professional fields. The Stonehill community helps students to develop the knowledge, skills, and character to meet their professional goals and to live lives of purpose and integrity.

The Campus Police Department seeks applicants for a part-time Communications Officer to work 16 hours per week Mondays and Wednesdays 2:00 P.M. to 10:00 P.M. , and to fill in for additional shifts as needed. The Communications Officer will operate a computer-aided dispatch system, receive emergency 911 and non-emergency calls for assistance, and assist visitors to the Campus Police Station.

Essential Duties and Responsibilities:

- Operate the College Switchboard and transfer to proper departments.
- Process requests for information regarding vehicle registration, driving records and warrants.
- Operate a variety of communications equipment, including radio consoles, telephones, and computer systems.
- Utilize the Criminal Justice Information System (CJIS) terminal to run license plates and outstanding warrants.
- Perform timely dispatch by way of the College two-way radio system of law enforcement on campus.
- Report to Easton Police, fire, EMS, emergency personnel all emergencies within the college or as otherwise directed by Campus Police.
- Monitor alarm systems (intrusion, card access, carbon monoxide, fire and duress) throughout the College. Dispatch appropriate units as needed.
- Record incident information as needed by campus police via the Automated Records Management System (ARMS).

- Assist faculty, staff, students, and visitors who come to Campus Police for routine business and emergencies.
- Monitor telephone system for trouble alarms and report to vendor and Director of Telecommunications when necessary.
- Maintain records with Conference & Events held on campus.
- Contact Facilities Management administrators when necessary regarding emergency repairs, snow removal, etc.
- Contact College Administration when necessary regarding student issues.
- Assist in processing Stonehill College ID cards.

Knowledge, Skills and Abilities:

Must have excellent communication and customer service skills to deal effectively with a wide variety of College personnel and/or outside individuals/organizations. Must be a high school graduate or GED. Good computer skills required. Ability to work and maintain a positive relationship with the Campus Police Department and other personnel. Must be able to work a flexible schedule and be available for call-ins.

Stonehill College offers a competitive salary and comprehensive benefits package. Candidates should submit resume and cover letter to:

Stonehill College

Human Resources Department

320 Washington Street

Easton, MA 02357

Fax to: (508)565-1499

Email to: hr@stonehill.edu

Applicants who will enrich the diversity of the campus community are strongly encouraged to apply.

Stonehill College is an equal opportunity employer committed to diversity.

