Communications Specialist (full-time, 40 hours/week)
Public Safety
Position 101469

Position Summary: The Department of Public Safety has the primary responsibility for personal and property safety on the CUA campus, Theological College, Investment properties and leased facilities. The Department of Public Safety provides continuous, twenty-four hours-a-day, seven days-a-week patrol and emergency services for a comprehensive, research university and its associated programs.

The Communications Specialist operates in a multitasked environment that serves as the first point of contact for faculty, staff, students, guest, visitors and affiliates of the university. The Communications Specialist simultaneously monitors and responds to radio frequencies, telephone lines, CCTV’s, monitors and alarm systems.

Essential Responsibilities Include: Primary duties include are but not limited to maintaining a constant, careful and accurate duty status (location, assignment, condition) of all field units, and dispatching and recording all incoming calls for service, while simultaneously monitoring and responding to various radio frequencies, telephone lines, life/safety alarm systems, CCTV’s and monitors. Receives and dispatches calls for service including but not limited to emergency situations. This position performs access control functions and various computer based data entry and records management functions as needed, or as assigned. Monitor the intrusion and fire alarms, access control and CCTV cameras in an accurate and careful manner.

Minimum Qualifications: High School Diploma or G.E.D. required. Proficiency in the application of computer based applications, Microsoft Word, Excel and records management systems. Must be capable of maintaining composure to effectively handle sudden emergency situations. Designated as an essential employee, incumbent may be required to remain on duty beyond normal shift and/or be available on a 24 hour basis to report for duty without advance notice due to emergencies or staffing shortages. The ability to identify problems, relate findings and report facts with accuracy and precision.

Ability to apply sound judgment and decision making aptitude, particular in situations pertaining to officer safety and overall public safety and security.

Candidates selected for this position will be required to undergo a pre-employment drug screening and may be subject to random drug testing.

Preferred Qualifications: Association of Public Safety Communications Officials (APCO) certification preferred.

How to apply: forward application, resume, cover letter (optional) and salary expectation: CUARecruitment@cua.edu.
Reference position 101469 in subject line or on applications. This position is open until filled.

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