Internal/External Position Title
External

Police Dispatcher

UW System Title and Code*
Police Services Associate (23900)

FTE
100%

Principal Work Location: UW-Stevens Point Main Campus, George Stein Building

Supervisor: Missy Pitcher, Dispatch Supervisor

Pay Schedule-range: - minimum $14.54 based on qualifications and experience

Shift: 7:00AM to 3:00PM / 3:00PM to 11:00PM / 11PM to 7:00AM, Monday-Friday. Extended hours may be necessary in the beginning of each semester to interview/schedule/meet with students. Evening, Weekend and Holiday hours will be required.

Department
University Police and Protective Services

University Description
Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point and www.everythingpointshere.com/ for more information about the Stevens Point community.

Position Summary
Police Dispatcher position works within the UW-Stevens Point Police and Security Services Department. This position is most often the first contact with our campus community and the public through phone and face to face walk-ins. This position provides critical communications via two-way radios, telephones and computer for the Campus police and security working in the field as well as coordinating internal and external communications for emergency campus wide alerts. This position must be able to prioritize, multitask and remain calm during stressful incidents. The Campus Police Department serves as a hub of all alarms and notification systems that are crucial to the safety of UW-Stevens Point campus. This position must maintain an excellent understanding of Department and University policies and procedures. It is accountable for accurate police reports, dispatch logs and police records which are always sensitive and often highly confidential in nature. This position plays a key role in the maintenance, creation, and dissemination of Clery and UCR required crime and activity statistics.

Required Qualifications
• Minimum of high school diploma or equivalent.
• Required to become certified and maintain certification with WI DOJ Time system. This certification requires an extensive background and criminal history check.
• Knowledge and experience in the use of computer software including Microsoft Office Suite (i.e. Word, Excel).
• Knowledge and experience in the use of e-mail (i.e. Outlook) functions.
• Knowledge of proper telephone etiquette.
• Skilled in the operation of multi-lined telephones.
• The ability to remain calm in outwardly stressful incidents.
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<th>Preferred Qualifications</th>
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| • Knowledge of policies and procedures of a law enforcement or public safety unit.  
• Advanced computer skills and knowledge.  
• Prior dispatch experience.  
• Experience with two-way radio use and etiquette.  
• WI DOJ TIME System Certified |

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<th>How To Apply</th>
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<td>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</td>
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<th>Anticipated Appointment Date</th>
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<td>October 1, 2020</td>
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<th>Terms of Employment</th>
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| This is an on-going University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period.  
Benefits include University of Wisconsin insurance, retirement, and vacation package. For information about UW System benefits, visit ALEX, our interactive benefits counselor. |

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<td>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on September 25, 2020. However, screening may continue until the needs of the recruitment are met.</td>
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**Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:**  
- Cover letter addressing qualifications and experience  
- Resume/Curriculum Vitae  
- Contact information for three professional references

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.
Position Contact
For additional information regarding the position, please call or email:
Trina James, Search and Screen Committee
Email: tjames@uwsp.edu
Phone: 715-346-3456

Human Resources Contact
If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Anna Golackson-Timblin
Email: human.resources@uwsp.edu
Phone: 715-346-2606

Special Notes
The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx.

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/.*