

Communication Officer (part-time) position  
University of Michigan-Flint  
Department of Public Safety  
Flint, MI 48502

Posting Dates: 04/15/14 to 05/06/14

**Responsibilities:**

Receive and respond to radio and telephone request for service and emergency assistance. Operate the University 911 system. Monitor building alarms and security systems including closed circuit security monitors and electronic alarms. Keep records of calls and significant activities. Maintain liaison with police, fire, and other emergency agencies to assure the safety of students, faculty, staff and general public.

The University of Michigan-Flint is a non-discriminatory, Equal Opportunity/Affirmative Action Employer.

**Required Qualification**

High school diploma or an equivalent combination of education and experience is necessary. Some knowledge of police, fire and safety procedures is necessary.

**Desired Qualification:**

A Bachelor's degree in criminal justice is desirable. Prior dispatch experience desired.

In order to be considered for this position, candidates must attach a resume that includes work and education history. If you wish to submit a cover letter, you must include it as page one of your resume document.

To apply for this position, you **must apply online** at <http://umjobs.org/>.