# Job Opportunities

**University of the District of Columbia (UDC)**

<table>
<thead>
<tr>
<th><strong>Position:</strong></th>
<th>Communications Specialist</th>
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</thead>
<tbody>
<tr>
<td><strong>Salary Range:</strong></td>
<td>AD-301-11/01-06 $33,058 – $39,318 Per Annum</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Van Ness Campus</td>
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<tr>
<td><strong>Areas of Consideration:</strong></td>
<td>Nation-wide</td>
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</tbody>
</table>
| **Responsible to:** | Supervisory Police Officer  
Vice President, Public Safety and  
Emergency Management  
University Operations |
| **Announcement Number:** | 08-84 |
| **Date:** | 04-14-2008 |
| **Closing Date:** | Open Until Filled |

## Brief Description of Duties

Operates the communications based station radio in accordance with proper radio procedures and FCC regulations.

Receives information from, and dispatches assignments to, various field units concerning reports incidents and activity such as: suspicious or unusual circumstances, criminal and non-criminal activity, unauthorized activity, emergency and non-emergency calls for service, and various other public safety requests for service timely and accurately.

Distinguishes, prioritizes and dispatches multiple calls for service as appropriate to their nature/urgency. Maintains close consultation with the shift supervisor, particularly as it pertains to fielding matters of uncertainty, including keeping the shift supervisor immediately and continually informed on all aspects of activity coming through the communications center.

Monitors all University alarms (fire and access), access codes, recording devices, TTY (for the hearing impaired), emergency call boxes and closed circuit television systems.

Serves as the first point of contact for the general public; greets the customer and routes customer complaints, questions, concerns and inquiries.

(see reverse side)

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University of the District of Columbia is an equal opportunity employer
**Qualifications Required**

A bachelor’s degree or four years of general experience is required. One year of general experience must be equivalent to at least the next lower grade level. In addition, applicant must successfully complete dispatch training provided by the University.

All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is grant funded and it is subject to terminate at anytime.

This position is not in the collective bargaining unit.

Please submit UDC application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008