

Dispatcher

Florida Institute Technology • Melbourne VIC 3004

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

MICROSOFT OFFICE

MICROSOFT WORD

SCHEDULE+

Full job description

Dispatcher Florida Tech Main Campus Melbourne The Department of Security Dispatchers responsibilities include, but are not limited to: * Assisting students and campus employees via the phone, email and in person. As well the ability to communicate with 911 or non-emergency numbers to provide the appropriate response. * Dispatchers also provide administrative office support and must be able to perform various secondary administrative and clerical duties. * The ideal candidate should have excellent oral and written communication skills, experience in Microsoft Word and Excel and the ability to remain calm and in control within a busy professional workplace. Department of Security Dispatchers works within a 24 hour, 7 days a week operation and due to the nature of the position, Dispatchers will be expected to work an 80 hour pay cycle with a fluctuating schedule: inclusive of holidays, nights and weekends. * Administrative experience, dispatch experience, computer knowledge in Microsoft Office; Excel and Word, and familiarity within our industry is preferred. Security, military, law enforcement, correctional, medical, dispatch and/or administrative support experience is favored. Requirements * State of Florida driver's license and maintain a good driving record as defined per Florida Tech insurance guidelines Required * High school diploma or GED Official transcripts of all collegiate work must be sent directly from the attended institution to the Human Resources Office prior to the first day of employment. All international degrees must have a course-by-course official evaluation and translation sent to the Human Resources Office directly from an evaluation company affiliated with the National Association of Credential Evaluation Services, Inc. (NACES). Equal opportunity Florida Tech does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin,

Job details

 Date posted
10 Jun 2021

 Expired On
13 Jul 2021

 Category
Editorial, Media & Creative Arts

 Occupation
Directors, Producers & Staff

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

disability, genetic information, age, pregnancy, parenting status, veteran status or retirement status in its activities and programs. In accordance with Title IX of the Education Amendments of 1972, Florida Tech does not discriminate on the basis of sex. Inquiries concerning the application of the non-discrimination policy may be directed to the Office of Title IX at John E. Miller Office Building (401QAD), 150 West University Blvd, Melbourne, FL 32901, TitleIXCoordinator@fit.edu, or 321-674-8885, or to the U.S. Department of Education Office for Civil Rights. Americans with Disabilities Act Please notify us at least five days in advance if a reasonable accommodation for a disability is needed by calling the Office of Human Resource at 321-674-8100. The Annual Security and Fire Safety Report In compliance with the Clery Act, the University annually provides a report to each student and current employee, as well as to prospective employees and students, that provides a detailed disclosure of information regarding campus security practices (including Emergency Response Plan, Timely Warnings, Emergency Notifications, Missing Persons, fire safety policies, fire prevention data, and Crime Log policies), as well as crime and fire-related incident statistics for the preceding year. The Annual Security and Fire Safety Report is available online at https://www.fit.edu/media/site-specific/wwwfitedu/security/documents/20200776_FINAL2_ASR-MainCampus.pdf We are an E-verify employer Posted Today Full time R825 Celebrating 60 years of relentlessly pursuing greatness, Florida Tech was founded in 1958 at the dawn of the Space Race that would soon define the Atlantic coast of Florida and captivate the nation. Now the premier private technological university in the Southeast, Florida Tech is a Tier 1 Best National University in U.S. News & World Report and one of just nine schools in Florida lauded by the Fiske Guide to Colleges. Ranked among the top 5 percent of 18,000 degree-granting institutions worldwide in the 2018-19 World University Rankings and named one of just 14 U.S.-based Golden Age universities in 2018 by Times Higher Education, Florida Tech is one of the nation's Best Value Colleges as determined by Forbes. Florida Tech offers bachelors, masters and doctoral degrees in aeronautics and aviation, engineering, computing and cybersecurity, business, science and mathematics, psychology, education and communication. Learn more at www.fit.edu.