



## SSC Police Department Federal College Work Study

**Title:** Federal College Work Study  
**Department/Division:** Campus Police  
**Date Prepared:** May 14, 2018  
**Reports To:** Louis Ross, Chief of Police  
**Classification:** Part-time

### POSITION SUMMARY

Under general supervision, the student worker will provide assistance to the SSC Police Department as dispatcher, secretary and other customer service areas as assigned.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in the most positive manner with prospective, former, and current students; clients; suppliers; and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services; learn and use operating practice of Seminole State College.
- Uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect and Excellence.
- Handle confidential information with tact and discretion. Organize and maintain inventory records.
- Serve as dispatcher: Answering phones, taking and delivering messages as needed, monitoring police radio consistently for routine and emergency calls transmitted.
- Transmit necessary radio information to officers.
- Maintain a detailed daily activity log of all items.
- Working knowledge of MS Excel, Microsoft Office and basic computer proficiency.
- Serve as Secretary: check e-mails daily, lost & found items and make contacts.
- Data entry: case reports into card file, document all incidents information on card reports.
- Assist with preparation, copying, filing of various documents at all times.
- Other duties as assigned by supervisor and being flexible/adaptable to any circumstances that may arise.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **Knowledge:** Applicants must show proficiency in applicable subject matter. Applicant must be a current Seminole State College student with at least 12 hours of college credit. **Criminal Justice majors preferred.**
- **Skills:** Applicants must demonstrate excellent verbal and written communication skills, professional telephone etiquette, customer service, organizational, and time management skills. Must be computer literate and familiar with data entry.
- **Abilities:** Applicant must be reliable and adhere to a weekly schedule while working with a diverse population, to act professionally in the work environment, to maintain a good working relationship with SSC Police Department and Seminole State College staff members and fellow students. Applicant must be able to initiate critical confidentiality. Flexibility in scheduling is preferred.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by July 1, 2018 are assured of receiving full consideration. The salary is \$10.00/hour.

Applications are available in the Financial Aid Office in the Ben and Bonnie Walkingstick Student Services Center or online. Completed applications can be returned to the Financial Aid Office or mailed to the address below.

Seminole State College  
ATTN: Financial Aid Office  
P.O. Box 351  
Seminole, OK 74868