



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000

800-825-1926

mercyhurst.edu

Communications Officer

Communications officers will be required to follow the same rules, regulations and guidelines regarding conduct and appearance as patrol officers. Communication officers are the lifeline between patrol officers and the Mercyhurst community and need to be able to articulate verbal and written communications accurately.

Requirements:

- High school diploma or GED
- Ability to print and write legibly, spell correctly, maintain logs
- Ability to communicate well with people and understand problems being communicated by others asking for information and/or assistance
- Moderate computer skills to use and control alarm and camera systems
- Ability to operate and communicate on the Erie County Radio system
- Able to work all assigned shifts – 24 hour - 365 day operation
- Able to pass an extensive background check.

Primary Duties:

- Monitors and controls university camera system and screens to watch for unwanted/illegal activity.
- Receives and routes incoming phone calls
- Monitors all fire and intrusion alarms for Erie and North East campuses.
- Dispatches police and safety personnel as required.
- Cooperates with state and local police agencies and other emergency personnel.
- Makes telephone contact with appropriate personnel when requested and/or necessary.
- Logs all shift activity on the computerized dispatch communications log located at the communications desk.
- Demonstrates proficiency using the Andover Door Access Control System.
- Manages multi-task operations proficiently.
- Demonstrates professional communication skills when dealing with students, staff and the general public.
- Performs other duties as required and/or assigned.

APPLICATION PROCESS:

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
hrinfo@mercyhurst.edu

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

Candidates must be currently eligible to work in the United States.