

**Campus Police Dispatcher (Entry Level OK)**  
**Worcester Polytechnic Institute**

Direct Link: <https://www.AcademicKeys.com/r?job=259423>

Downloaded On: Jul. 12, 2025 6:39am

Posted Jul. 9, 2025, set to expire Nov. 4, 2025

**Job Title** Campus Police Dispatcher (Entry Level OK)  
**Department**  
**Institution** Worcester Polytechnic Institute  
Worcester, Massachusetts

**Date Posted** Jul. 9, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Other Administrative Categories

**Academic Field(s)** Public Safety

**Apply Online Here** <https://apptrkr.com/6362849>

**Apply By Email**

**Job Description**

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**JOB TITLE**

Campus Police Dispatcher (Entry Level OK)

**LOCATION**

Worcester

**DEPARTMENT NAME**

Campus Safety

**DIVISION NAME**

Worcester Polytechnic Institute - WPI

**JOB DESCRIPTION SUMMARY**

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The Campus Police dispatcher serves as a non-sworn member of the Campus Police department. The dispatcher is responsible for answering emergency and business-related phone calls and operating all aspects of radio communications. The dispatcher monitors security and alarm systems, performs data entry, processes parking permits, assists with card access systems, and welcomes walk-in traffic to the police department. Additional duties include functioning as a community services officer supplementing campus police patrol staff with public safety related services.

Entry-level candidates who are interested in starting a career in law enforcement are encouraged to apply.

Compensation ranges from \$40,000 to \$49,920 annually, based on experience. Our comprehensive benefits package includes 5 weeks of paid time off, 13 holidays, full health, dental, and vision coverage, a generous 9.5% retirement match after 12 months, disability and life insurance, tuition assistance (including full WPI tuition for dependents after 3 years), complimentary fitness center access, wellness resources, flexible summer hours, employee discounts, and ERG participation opportunities.

### **JOB DESCRIPTION**

#### Responsibilities

- Operate a multi-line telephone system.
- Direct emergency and routine calls to police and university personnel providing pertinent information and necessary resources.
- Document information concerning calls for service and incidents within the police daily log using IMC software.
- Monitor intrusion, duress, fire and card access alarms.
- Initiate and coordinate service requests with internal and external university partners.
- Provide efficient, professional, and courteous interactions at the police service window.
- Relay confidential LEAPS/CJIS/NCIC information to authorized personnel.
- Perform required tasks related to campus parking.
- Assist police personnel by performing security services, traffic control, and parking enforcement.
- Provide public safety services to the WPI Community while promoting positive campus safety - community relations.

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### Requirements:

- High School Diploma.
- Successful completion of a high school education or equivalent.
- Successful completion of an oral interview and background check.
- Being of good moral character and fit for employment for public safety service in a university setting.
- Dependable and possess highly efficient communication and interpersonal skills.
- Able to multi-task and work efficiently and accurately in stressful situations.
- Able to operate campus police specific software.
- Able to pass NCIC/LEAPS/CJIS and Clery training.
- Ability to work all hours and in varied weather conditions.
- Ability to maintain professionalism under periods of stress.
- Ability to physically perform essential functions of a job.
- Must possess a valid driver's license.
- Successful completion of dispatch and field training programs.

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### FLSA STATUS

United States of America (Non-Exempt)

**WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Campus-Police-Dispatcher\\_R0003145](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Campus-Police-Dispatcher_R0003145)

### About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including

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health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

N/A

Worcester Polytechnic Institute

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