

University Police Communications and Security Specialist
1
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=264335>

Downloaded On: Oct. 23, 2025 9:09pm

Posted Oct. 23, 2025, set to expire Oct. 29, 2025

Job Title	University Police Communications and Security Specialist 1
Department	University Police
Institution	University at Buffalo Buffalo, New York
Date Posted	Oct. 23, 2025
Application Deadline	10/29/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Public Safety
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Job Description

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University Police Communications and Security Specialist 1

Position Information

Position Title: University Police Communications and Security Specialist 1

Department: University Police

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59637>

Job Type: Full-Time

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Posting Detail Information

Position Summary

Are you passionate about ensuring the safety and security of a diverse and vibrant community? Do you thrive in fast-paced environments where every day brings new challenges and opportunities to make a difference? If so, then the University at Buffalo University Police Department wants you to join our team as a Communications and Security Specialist 1!

As a key member of our team, you will play a crucial role in maintaining the safety and security of our campus community. From coordinating emergency responses to providing support during special events, your contributions will directly impact the well-being of thousands of students, faculty, and staff.

In this role you will use a computer-aided dispatch and RMS system to receive emergency calls from the public requesting police, fire, medical or other emergency services.

Determine the nature and location of the emergency; determine priorities, and dispatch police or other emergency units as necessary and in accordance with established procedures.

Receive and process emergency calls, maintain contact with all units on assignment, maintain status and location of police and fire units.

Monitor direct emergency alarms and answer non-emergency calls for assistance.

Enter, update and retrieve information from a variety of computer systems.

Receive requests for information regarding vehicle registration, driving records and warrants, and provide pertinent data.

Join us in creating a safe and welcoming environment where everyone can thrive. Apply now and be a part of something extraordinary at the University at Buffalo Police Department.

This is part of the **New York Hiring for Emergency Limited Placement Statewide (NY HELPS)** program. The nature and variety of the activities depend on the area in which the position is assigned.

Additional Information:

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).
3. Begin your career with us through the [NY HELPS](#) program.

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University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

One year of full time experience as a Police or Peace Officer;

Or one year of full time experience as a dispatcher for a public safety agency including fire departments, emergency medical services, or law enforcement;

Or one year of active service and an Honorable Discharge from the United States military, where you served as a dispatcher or military police/security personnel.

Or 30 semester college credit hours from an accredited school college must be recognized by the NYS Education Dept).

Transfer eligibility requirement: You must have a current permanent appointment with a minimum of

1 year of service in a position of the same title or transferable title.

2 Reassignment requirement: You must hold the same title at the University at Buffalo.

3 Reinstatement requirement: You must be a former state employee to request reinstatement to the title that was held (or transferable title).

ALL APPLICANTS MUST MEET AT LEAST ONE OF THE ABOVE REQUIREMENTS. ANY APPLICATIONS RECEIVED THAT DO NOT MEET AT LEAST ONE OF THE ABOVE REQUIREMENTS WILL BE CONSIDERED UNQUALIFIED AND WILL BE DISCARDED.

A completed application is required to be considered for this position. If you have received a canvass letter, DO NOT APPLY to this position. You must apply to the Web address provided on your canvass letter.

Preferred Qualifications

Possession of a current Security Guard photo ID issued by the New York State Department of State, and one year subsequent building guard experience.

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Physical Demands

Salary Range

\$49,554

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Gregory Sauers

Contact's Pronouns:

Contact's Title: Deputy Chief of Administration

Contact's Email: gsauers@buffalo.edu

Contact's Phone: 716-645-8926

Posting Dates

Posted: 10/21/2025

Deadline for Applicants: 10/29/2025

Date to be filled:

Contact Information

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

Contact

N/A

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