**Student Dispatch Job Description**

Dispatcher's duties are and not limited to the following:

1) Dispatch Staff to appropriate locations as needed.
2) Use the radio and telephone in a professional manner.
3) Use assigned 10 Codes over the radio
4) Relay work orders, messages, and information over the radio to complete daily assignments.
5) Confer with customers and Parking Service staff to address questions, problems, and requests for service.
6) Monitor personnel and/or equipment locations.
7) Advise Parking Enforcement Personnel about traffic problems, motor assist, and information that are required to complete their daily assignment.
8) Monitor camera's to the garage, and assist permit and non-permit holders when a problem arises entering or exiting the garages.
9) Keep accurate logs, to include:
   a. Motor Assistant logs on T2.
   b. Daily Dispatcher Logs,
   c. DR logs.
   d. Phone Logs (all long distance calls will be logged in)
   e. Maintenance Log.
   f. Gate vend log with accurate detail.
10) Operate T2 and People Soft simultaneously to obtain vehicle information and enter data in the appropriate fields.
11) Receive emergency and non-emergency calls for service, prioritizes calls, and dispatch appropriate staff to handle calls.
12) Keep office clean at all times.
13) Other Duties as assigned.(merging license plates, etc)
14) When schedule to work you must be here. If for any reason call in 2 hours prior shift for coverage.
15) Make sure all trash is out of the office every night before you close. (Weekend)
16)

**Mandatory:**

Department training twice a year and Commencement (May and December)