

## PUBLIC SAFETY

**POSITION:** Public Safety Services Work Study  
**DIVISION:** Student Services  
**DEPARTMENT:** Campus Police  
**BUILDING:** Campus Police Facility  
**CAMPUS:** Main Campus

**FWS SUPERVISOR:** Hal Spaugh  
**DIRECTOR:** Time Green  
**VICE PRESIDENT:** Marc Payne  
**PHONE NUMBER:** 903.463.8619

**HOURS per WEEK:** 20  
(20hr MAX)

**HOURS PREFERRED:** Flexible until 6:00pm

**JOB DUTIES:**

- Assist in police office by answering phones
- Dispatching officers to calls for service
- Handling-issuing parking permits
- Accepting payment on parking citations
- Assisting night officers to lock up for campus closing

**SOFTWARE:**

**SKILLS:** Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

**SPECIAL NEEDS:** Must complete a satisfactory background check prior to Work Study employment

**INFORMATION:** To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.  
Some positions require working until 6:00 pm.