Posted June 10, 2015

Under the supervision of the Chief and Director of Public Safety, provides administrative assistance to the Chief, coordinates University fleet vehicle maintenance, produces related correspondence and forms, researches parking issues and assists with resolution, organizes and tracks relevant data, and completes numerous special projects as assigned. This position is a three-quarter-time position working 10 months of each year with June and July off.

Responsibilities:
- Coordinates lot usage, designation, and maintenance for Main Campus.
- Assist Chief with special event planning and supervision.
- Represents Public Safety at professional organizations and meetings, along with orientation.
- Coordinates all student employee operations: screening, hiring, training, and scheduling along with approving time sheets.
- Maintain sensitive and confidential information regarding parking incidents, funds, and preparation of reports.

Qualifications:
- Two years public safety related experience or training strongly desired. Prior supervisory experience preferred.
- Excellent facility in using Microsoft Office Suite, including Word and Excel.
- Must be comfortable with technology and able to use and facilitate electronic means for scheduling visits, creating personalized schedules, tracking data and communicating with various constituencies.
- Excellent professional verbal and written communication skills as well as understanding the importance of providing top notch customer service.
- Possess a valid motor vehicle operator’s license and a good driving record.
- Ability to handle sensitive information and maintain confidentiality.
- Must have the ability to multitask and handle frequent interruptions and schedule changes.
- Attention to detail and accuracy are critical in this position.
- Ability to work in a team environment.

Capital University offers a rich benefits package that includes medical, dental, retirement, family education benefits, long-term disability, life insurance and free parking.

Hourly rate range begins at $13.73-$15.49/hour; 37.5 hour work week, August – May.

Please send a cover letter and resume electronically to: jobs@capital.edu

For more information on Capital University, visit our website at www.capital.edu.

Capital University is an equal opportunity employer.

Qualified minorities, women, and persons with disabilities are encouraged to apply.