SAFERIDE DISPATCHER

Position Description
2016-2017

SafeRide Mission Statement:
SafeRide is a service dedicated to providing an alternative safe ride home or to campus for Oregon State University students free from judgement.

Responsibilities of the Dispatcher:

• Verbally communicate with students who call in to the SafeRide telephone line to assist them in scheduling a ride and utilize the SafeRide OSU computer application to input ride information
• Work with Supervisor to coordinate ride assignments
• Use hand-held radio to communicate with Drivers
• Maintain comprehensive knowledge of all SafeRide policies and incident response protocols and respond to and report incidents as they occur
• Maintain the highest levels of confidentiality when working with student information
• Represent SafeRide in a positive and professional manner at all times while on duty
• Complete all required trainings in a timely manner, as assigned
• Read and respond to all emails from the Leadership Team and the Coordinator in a timely manner
• Must attend all of the following:
  o SafeRide All Staff Training (Dates TBD)
  o SafeRide Monthly Staff Meetings (September ’16 - May ’17)
  o One-on-one with Coordinator and/or Leadership Team once per term and as requested

Required Qualifications:

• Must be able to communicate in a respectful and professional manner with riders and co-workers at all times
• Must be able to respond appropriately to incidents that occur and follow all SafeRide policies and protocols
• Must have a commitment to creating a socially just and inclusive work environment
• Must have a commitment to supporting student safety and success
• Must be currently enrolled as a student at Oregon State University for at least 6 academic credits
• Must maintain a 2.5 GPA for every term employed with SafeRide
• Must be in good academic standing and conduct for the term prior to selection and during entire period of employment
• Upon hire, must complete and pass a criminal background check
**Terms of Employment:**

Employment begins in September 2016 (with possible training during summer term) and ends on Friday, June 16th, 2017

Hours: Maximum of 20 Hours Per Week, with a maintained availability of at least 12 hours per week and availability for every other weekend

Compensation: $9.90/hour

**How to Apply:**

To apply, please visit the following website: asosu.oregonstate.edu/employment

As part of the online application process, you will be asked to submit the following information:

1. Current Resume
2. Cover Letter stating why you are interested in the position and outlining how you meet the required qualifications.

**SafeRide Contact Information:**

*Mackenzie Zathan, Program Manager*
Email: Saferide.program@oregonstate.edu

*Cierra Giossi, Operations Manager*
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*Hannah Harrod, SafeRide Coordinator*
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*Please note: OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.*