



University of the Incarnate Word

<b>Department:</b> Campus Police
<b>Location:</b> Clement Hall
<b>Supervisor:</b> Vanessa Deleon
<b>Phone:</b> 829-6030
<b>Email:</b> <a href="mailto:Deleon@universe.uiwtx.edu">Deleon@universe.uiwtx.edu</a>

<b>Job Title:</b> Ticket writer/office help
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<b>Description/Qualifications:</b> 1) File Reports 2) Answer phones and dispatch officers 3) Fax documents 4) Enter tickets/issue tickets 5) Other office duties as needed
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<b>Specific skills:</b> filing/ basic computer skills / phone etiquette/ customer service skills
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<b>Office Hours:</b> 8:00 am – 5:00 pm
<b>Days Available:</b> Monday - Friday
<b>Weekend work?</b> None
<b>Evening Work?</b> None