

On-Call Administrator (OCA) Job Description

OCAs are responsible for campus-wide on-call duty that responds to crisis and emergency situations during non-business hours. This includes but is not limited to providing leadership and decision-making during times of crisis, responding in-person to incidents as needed, issuing interim suspensions or non-contact orders, responding to escalated student conduct issues and submitting incident reports.

Incident Responses

Provide crisis management support and intervention
Enforce College policy and procedures
Understand and follow written protocols
Make referrals as necessary

Duty Rotation

On-Call Duty rotation is 365 days a year including holidays

On-Call Duty is:

- Monday – Thursday from 4:30pm through 8:30am the next morning
- Friday from 4:30pm to noon on Saturday
- Saturday from noon to noon on Sunday
- Sunday from noon to 8:30am on Monday
- Weekends are typically done in blocks beginning on Friday
- Should the College close during business hours; OCA duty begins at the time of the College closing.

OCAs must remain on campus while on-duty and be able to respond to incidents immediately.

Compensation

Free on-campus apartment