Title: Student Parking Attendant  
Department: Facilities Services/Parking  
Reports to: Facilities Services Office Manager and Facilities Services Office Assistant  

Position Summary:  
The Facilities Services Student Parking Attendant position is an undergraduate student employee working with the Facilities Services and Parking Offices to maintain order in the campus parking lots through monitoring and assigning citations as necessary. May be asked to assist with monitoring parking lots for campus events.  

Responsibilities/Expectations:  
- Knowledge of campus parking lots, locations and regulations.  
- Monitor campus parking lots and enforce Parking Regulations by citing vehicles in violation.  
- Cite vehicles using a handheld device.  
- Collect photo evidence of some violations and transfer to supervisor(s).  
- Report lot maintenance and sign repair needs to supervisor(s).  
- Maintain confidentiality.  
- Performs other duties as required or assigned pertinent to the position.  
- Must be a positive role model on and off the job.  
- Must know and abide by all University rules and regulations.  
- Must maintain a positive attitude toward the position.  

Qualifications/Knowledge/Skills/Abilities:  
- Be a full time undergraduate student (basic).  
- Ability to obtain authorization to operate a state vehicle.  
- Minimum of 10 hours per week.  
- Self-motivated and ability to work unsupervised.  
- TRAINING WILL BE PROVIDED  
- Skill in observing situations.  
- Ability to work and make decisions with minimal supervision.  
- Good interpersonal skills and desire to be a team player.  
- Experience with customer service- common courtesy in working with students, employees and the public.  
- Good organization and time management skills.  

Physical Demands:  
- Regularly required to move about. Will be walking most of the shift.  
- Ability to in all weather conditions.