

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 1 / 1 REVISIED 7/18
SUBJECT Student Parking Enforcement Aide	RANK x314	GROUP II	CBC Yes	PHYSICAL	

DEFINITION:

Under general supervision of a Manager/Supervisor, a student usually performs the following duties:

- (a) Checks vehicle compliance to all parking rules and regulations for the campus.
- (b) As necessary, write citations for violations.
- (c) Maintains records of citations issued.
- (d) As required, attend Parking Appeal Board hearing and Student Disciplinary hearings.
- (e) Reports parking and maintenance operation problems.
- (f) Performs related duties as assigned.

BASIC QUALIFICATIONS:

Possession of a valid driver's license, strong interpersonal skills, and understanding of the importance of fair and equal enforcement of the Parking Rules and Regulations. Willingness to work outside in inclement weather. Position requires a significant amount of walking and standing.