

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1/1 REVISIED 5/21
SUBJECT <i>Parking Attendant</i>	RANK x311	GROUP I

DEFINITION:

Under supervision of the Student Supervisor, a student usually performs the following duties:

- (a) Carries equipment to and from the parking lots.
- (b) Independently sets-up and repositions the traffic control equipment as necessary.
- (c) Directs traffic into and out of lots and/or facilities.
- (d) Corrects any minor traffic emergencies.
- (e) Reports all other types of emergencies to the Student Supervisor.
- (f) Counts the cars coming into the parking lots.
- (g) Observes and reports any and all deviations from University Parking Office policy.
- (h) Patrols the parking lots, acting as a crime deterrent and reports all observations to a supervisor.
- (i) Removes the necessary debris from the parking lots.
- (j) Places parking signs in designated areas.
- (k) Performs all necessary and related duties.

BASIC QUALIFICATIONS:

A Parking Attendant must have at least one (1) semester of experience in parking. They must demonstrate the ability to handle situations with little supervision. They must demonstrate maturity and manners to work with people.