

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/24
SUBJECT Parking Attendant	RANK x311	GROUP I

DEFINITION:

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

- (a) Transports equipment to and from the parking lots.
- (b) Sets up and adjusts traffic control equipment independently.
- (c) Directs traffic entering and leaving lots or facilities.
- (d) Handles minor traffic emergencies.
- (e) Reports emergencies to the Student Supervisor.
- (f) Counts incoming cars to the parking lots.
- (g) Reports any policy violations to the University Parking Office.
- (h) Patrols lots to deter crime and reports findings to a supervisor.
- (i) Cleans debris from the parking lots.
- (j) Installs parking signs in designated areas.
- (k) Carries out additional tasks as needed.

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 when working with people.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Frame communication with respect to the diversity of learning styles, varied individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks
- Make decisions and solve problems using sound, inclusive reasoning and judgment.

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- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Effectively communicate actions, recognizing the diverse perspectives and lived experiences of stakeholders.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Plan, initiate, complete, and evaluate projects.
- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Demonstrate dependability.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Collaborate with others to achieve common goals.
- Be accountable for individual and team responsibilities and deliverables.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).