

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISIED 5/24
SUBJECT Student Parking Enforcement Assistant	RANK x414	GROUP III

DEFINITION:

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

- (a) Ensures vehicles comply with all campus parking rules and regulations.
- (b) Issues citations for violations as necessary.
- (c) Keeps records of issued citations.
- (d) Attends Parking Appeal Board and student Disciplinary hearings as needed.
- (e) Reports parking and maintenance operation problems.
- (f) Performs special enforcement assignments for programs, events, or problem areas.
- (g) Monitors entering and exiting vehicles to ensure proper fee collection.
- (h) Assists in regulating the entrance and exit of vehicles to ensure proper fee collection.
- (i) Carries out additional assigned duties as necessary.

BASIC QUALIFICATIONS:

One (1) year of experience in the area of parking enforcement. Possession of a valid and unexpired Illinois state driver's license, strong interpersonal skills, and understanding of the importance of fair and equal enforcement of the Parking Rules and Regulations. Capable of making independent decision making. Willingness to work outside in inclement weather. Position requires a significant amount of walking and standing.

QUALIFICATIONS FOR STARTING AT STEP B:

Same as above, plus an additional year of experience either in parking enforcement or Student Patrol experience. Student Patrol experience must be accompanied by a recommendation from the Supervisor of Student Patrol.

LEARNING OUTCOMES*:

- Communicate in a clear and organized manner so that others can effectively understand.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of others.
- Demonstrate flexibility by adapting to diverse environments.

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- Act equitably with integrity and accountability to self, others, and the organization.
- Be present and prepared.
- Demonstrate dependability.
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few if any errors in their work.
- Navigate change and be open to learning new technologies.

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