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| MANUAL Student Employment Career Services | SECTION Student Job Description | PAGE 1 / 1 REVISIED 5/21 |
| 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) 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) As directed, perform special enforcement assignments for programs, events or problem areas.
- (g) As directed, monitor accessing and exiting vehicles to ensure proper fee collection.
- (h) As directed, assist in regulating entrance and exiting of vehicles to ensure proper fee collection.
- (i) Performs related duties as assigned.

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.