

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISÉD 5/24
SUBJECT Student Parking Cashier	RANK x022	GROUP II

DEFINITION:

Under direct supervision, receive and have custody of limited amounts of cash and/or monetary substitutes, a student usually performs all or part of the following duties:

- (a) Accepts payments from parking customers, verifies amounts due, provides change if necessary, issues receipts, and deposits received payments.
- (b) Confirms received payment amounts against issued or collected tickets.
- (c) Ensures accuracy between cash collections and automated counter readings, cash register records, and other cash control procedures.
- (d) Maintains detailed reports of daily parking transactions, including starting and ending tickets, total tickets sold, returns, amounts per ticket, total collected, voids, refunds, and non-fee transactions.
- (e) Records complaints and refers complainants and customers to the appropriate parking supervisor.
- (f) Reports unusual situations, accidents, or suspicious individuals to the supervisor, recording relevant details.
- (g) Adheres to parking procedures and manuals when interacting with customers.
- (h) Keeps the workstation area clean and organized, setting an example as a University of Illinois employee.
- (i) Maintains a tidy and professional appearance.
- (j) Maintains a friendly and courteous demeanor with all individuals.
- (k) Learns and utilizes the guest parking reservations system, facilitating guest parking in designated lots.
- (l) Provides information about campus activities or locations and answers inquiries from customers.

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- (m) Helps with inventory of supplies and cars as needed.
- (n) Maintains responsibility for working hours and notifies the supervisor at least one day in advance of sickness or tardiness.
- (o) Provides assistance in a friendly and professional manner, refraining from accepting gratuities.
- (p) Secures work station upon departure and is accountable for all assigned keys.
- (q) Carries out any additional related duties as required.

BASIC QUALIFICATIONS:

The applicant for this position should have a good aptitude for figures and an ability to communicate diplomatically with the faculty, staff, students, office services, and visitors to the Campus. Student should have one (1) year working experience and three (3) months experience as a Parking Attendant or Cashier.

LEARNING OUTCOMES*:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- 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 \(NACE\)](#).