

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 1 REVISED 5/24
SUBJECT Student Parking Enforcement Aide	RANK x314	GROUP II

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 issues.
- (f) Carries out additional assigned duties as needed.

BASIC QUALIFICATIONS:

Possession of a valid driver's license, strong interpersonal skills, and understanding of the importance of fair and equal enforcement of the Parking Rules and Regulations. Willingness to work outside in inclement weather. Position requires a significant amount of walking and standing.

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.
- 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 \(NACE\)](#).