

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISÉD 5/24
SUBJECT Student Parking Enforcement Supervisor	RANK x514	GROUP IV

DEFINITION:

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

- (a) Checks vehicle compliance with all campus parking rules and regulations.
- (b) Issues citations 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) Performs special enforcement assignments for programs, events, or problem areas.
- (g) Monitors vehicle access and exit to ensure proper fee collection as directed.
- (h) Assists in regulating vehicle entrance and exit for proper fee collection as directed.
- (i) Supervises and monitors the enforcement activities of Student Parking Enforcement Aides and Assistants as directed, ensuring adherence to policies, productivity, and integrity.
- (j) Assists with scheduling student Enforcement Aides and Assistants to ensure parking facility coverage as required.
- (k) Carries out additional tasks as assigned.

BASIC QUALIFICATIONS:

Requires two (2) years of experience in the area of parking enforcement. 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. Capable of making independent decision making. Must be able to provide direction and leadership to Student Enforcement Aides and Assistants. Ability to assess situations and anticipate

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 2 / 2 REVISOR 5/24
SUBJECT Student Parking Enforcement Supervisor	RANK x514	GROUP IV	CBC Yes	PHYSICAL

outcomes, giving attention to equal rule enforcement, fairness and courtesy to parking users.

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 and at least twenty hours of Criminal Justice course work. Course work in Psychology or Sociology may be an acceptable substitution, but requires the approval of the Director of Parking Services.

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.
- Make decisions using sound, inclusive reasoning and judgment.
- Demonstrate flexibility by adapting to diverse environments.
- Act equitably with integrity and accountability to self, others, and the organization.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- 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 \(NACE\)](#).