

**Parking Services Attendant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=232793>

Downloaded On: May. 8, 2024 10:56am

Posted Mar. 12, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Parking Services Attendant
<b>Department</b>	Parking and Transportation Services
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 12, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49081">https://www.ubjobs.buffalo.edu/postings/49081</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Parking and Transportation Services** Parking Services Attendants offer customer service, parking guidance and enforcement for safe and orderly parking throughout the campuses.

**Key Responsibilities:**

**Parking Ambassador:**

- Serves as front line parking information ambassador, and provides courteous and accurate customer service, frequently by providing directions and assistance to student, faculty, staff, guests and visitors to the University.
- This key responsibility includes assignments at the Fronczak Information & Visitor Booth, where potential UB students and their families frequently park for campus tours.

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**Parking Booth Attendant:**

- At information booth and parking offices, issues parking permits and collect fees (where applicable) from faculty, staff, students, and visitors.
- Completes daily accounting closeout, recording deposits totals in a neat and organized manner, in accordance with department guidelines.

**Parking Enforcement:**

- Enforce parking rules and regulations throughout the campuses, by issuing parking citations to vehicles parked in violation of University parking regulations.
- Assist motorists in need of assistance, executing the services outlined within the motorist assist program.
- Utilize fleet vehicles to travel on campus and from campus-to-campus.

**Assesses parking lot conditions and space availability:**

- While patrolling campus (by car) makes general observations on parking lot conditions and space availability.
- Tracks space availability in assigned zone throughout each day, reporting issues or concerns to department leadership.

**Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

**About Parking and Transportation Services**

The Parking and Transportation Services is dedicated to balancing the demand of parking allocation and transportation alternatives to best serve the UB community. Our key services include providing inter- and intra-campus transportation (including parking shuttles), enforcing parking regulations and promoting more sustainable transportation options.

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University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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