

Parking Services Attendant, Parking and Transportation Services

University at Buffalo, The State University of New York

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Downloaded On: Mar. 31, 2023 3:09am

Posted Dec. 1, 2022, set to expire Aug. 4, 2023

Job Title	Parking Services Attendant, Parking and Transportation Services
Department	Parking and Transportation Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 1, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/39155

Apply By Email

Job Description

Parking Services Attendants offer customer service, parking guidance and enforcement for safe and orderly parking throughout the university. Parking and Transportation Services is searching for a PSA candidate who can represent us in these key areas:

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 and at 1capen Student Services Center.
- **Parking Booth Attendant:** At information booth and parking offices, issues parking permits and

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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.

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.

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. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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.



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Contact Information

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

Contact

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