

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

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Posted Sep. 30, 2024, set to expire Aug. 4, 2025

Job Title	Parking Services Attendant
Department	Parking and Transportation Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 30, 2024
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/53153

Apply By Email

Job Description

The department of [Parking and Transportation Services](#) at the University at Buffalo is seeking a **Parking Services Attendant**. In this position, you will:

- Contribute to customer service efforts by providing directions and assistance to student, faculty, staff, guests and visitors to UB. Must be courteous and pleasant in responding to inquiries. Such inquiries may regard parking fees, permits, enforcement, busing/shuttles, special events, and locations of personnel/offices.
- Must courteously and accurately relate information and have thorough knowledge of university geography/operations.
- Issue parking permits and collect fees (where applicable) from faculty, staff, students, and visitors who seek to utilize campus parking and visitor services.
- Assist with parking meter collections.

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- Maintain adequate supplies, i.e. change, register receipts, receipt books, etc. Record and deposit daily fees to Student Response Center. Records and deposit documents must be up-to-date and in order.
- Complete daily closeout report each day; reporting the data in a neat and organized manner, in accordance with department guidelines.
- Provide parking guidance, information, collects fees for parking at campus special events. Greet attendees with a courteous, pleasant, and helpful demeanor.
- Enforce parking rules and regulations throughout the campuses. 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.
- Be responsible for general maintenance of parking booth and lot equipment. Must contact supervisor or appropriate university personnel to correct equipment malfunctions in a timely manner.
- Provide lot capacity counts and reports. Also, monitor abuse and problems within the lot, advising supervisor where appropriate.
- Perform additional duties/tasks as deemed appropriate by department.

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Parking and Transportation Services is committed to providing access to parking and transportation services that 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. 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 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.

Contact Information

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

Contact