

Parking Services Attendant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=268732>

Downloaded On: Nov. 29, 2025 3:34am

Posted Nov. 28, 2025, set to expire Dec. 8, 2025

Job Title Parking Services Attendant
Department Parking and Transportation Services
Institution University at Buffalo
Buffalo, New York

Date Posted Nov. 28, 2025

Application Deadline 12/08/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

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Job Description

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Parking Services Attendant

Position Information

Position Title: Parking Services Attendant
Department: Parking and Transportation Services
Posting Link: <https://www.ubjobs.buffalo.edu/postings/60080>
Job Type: Full-Time

Posting Detail Information

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Position Summary

Parking and Transportation Services is seeking friendly, reliable **Parking Services Attendant** to provide customer service, parking guidance, and parking enforcement to help keep our campuses running safely and smoothly. The schedule includes standard hours of Monday - Friday 8:00 a.m. - 4:30 p.m. and booth shifts of Monday - Friday 7:00 a.m. - 3:30 p.m. overtime opportunities, and active participation in campus-wide event support is strongly encouraged.

Key Responsibilities Include: Parking Ambassador

- Serve as a front-line resource for parking information, offering courteous, accurate assistance to students, faculty, staff, guests, and visitors.
- Provide directions, answer questions, and support campus tours - including regular assignments at the Fronczak Information & Visitor Booth.

Parking Booth Attendant

- Issue parking access passes and collect applicable fees at the information booth.
- Provide support in the Parking Office as needed, including customer service and routine transactions.
- Complete daily cash/credit closeouts and record deposits accurately and neatly, following department guidelines.

Parking Enforcement

- Enforce University parking regulations by issuing citations for violations.
- Assist motorists through the Motorist Assist Program.
- Use fleet vehicles to patrol campus and travel between campuses as needed.

Parking Lot Monitoring

- Observe parking lot conditions and track space availability while on patrol.
- Monitor assigned zones throughout the day and report issues or concerns to department leadership.
- Assist with other duties as assigned to support department operations.

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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.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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.

Minimum Qualifications

- There are no education or experience requirements, however, applicants must be able to read, speak and understand English
- Must possess a valid New York State Class D drivers license

Preferred Qualifications

- General technology skills (email, smart phone, Microsoft apps)
- Strong interpersonal communication skills
- Cash transaction and closeout experience

Physical Demands

- Ability to move and remain in a stationary position for extended periods in all weather conditions.
- Ability to operate and perform light cleaning tasks.

Salary Range

\$34,312

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Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Matthew Reitmeier

Contact's Pronouns:

Contact's Title: AD of Parking Services

Contact's Email: mcreitme@buffalo.edu

Contact's Phone: 716-645-3943

Posting Dates

Posted: 11/24/2025

Deadline for Applicants: 12/08/2025

Date to be filled: 01/05/2026

jeid-4499ae9b25927645b25af15105db0eb6

Contact Information

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

Contact

N/A

University at Buffalo

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