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

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	Mar. 12, 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/49081
Apply By Email	

Job Description

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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