

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: University Police/Parking Services
POSITION: Student Employee
SUPERVISOR(S): Stacy Smith
PURPOSE / ROLE: Ticket Writer/Office Customer Service
QUALIFICATIONS: Good customer service skills and be able to operate an iPad
CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR
RATE OF PAY: STATE MINIMUM WAGE
SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

This position would be a ticket writer that will be issuing citations for campus parking violators. We enforce the parking lots on campus Monday-Friday by walking throughout all campus parking areas. Ticket writers will be trained by UPD officers and/or experienced student-staff employees. We provide an outer reflective vest, rain ponchos, gloves, and hand warmers when needed. Other duties may include assisting with customer service by answering the phones, handling walk-ins, and filing. We handle the sales of permits and collecting (cash) payment for citations in the lobby.

18/2/2023