

Parking Service Officer:

- Conduct job responsibilities of a parking service officer
 - Enforce University's parking rules and regulations
 - Provide University community with motorist assistance (jump starts, lock-outs, tire inflation)
 - Provide excellent customer service to the University community
 - *Must have valid driver's license*
 - Hours (only during Spring and Fall semesters):
 - Monday-Friday 4:00PM-10:00PM
 - Wage: \$15.00/hour

Office Clerk:

- Customer service representative for the Belknap Parking Office
 - Create a positive image for the parking office
 - Accept payments for permits and citations
 - Process appeals
 - Answer and direct incoming calls to the parking office
 - Provide directional information to the visitors and the university community
 - Complete data entry and other projects as directed
 - Sort and process incoming postal service and campus mail
 - Explain parking policies and procedures in response to visitor and university community questions
 - Assist with campus events including Freshmen Orientations and Welcome Weekend
 - Hours:
 - Year Round: Monday-Friday 7:30am-5:00pm
 - Registration: Monday-Thursday 7:30am-7:30pm; Friday 7:30am-5:00pm
 - Wage: \$15.00/hour

Cashier:

- Chestnut Street Garage
 - Accept payments from visitors to Chestnut Street Garage
 - Provide directional information to the visitors and university community
 - Assist with campus events
 - Troubleshoot equipment issues
 - Wage: \$15.00/hr