

Customer Service Representative

- Customer service representative for the Belknap Campus parking office
 - Create a positive image for the parking office
 - Accept payments for permits and citations
 - Process parking 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 university campus mail
 - Explain parking policies and procedures in response to visitor and university community questions
 - Assist with campus events
 - Hours
 - Year Round: Monday-Friday (7:30am-5:00pm)
 - Wage: \$8.50/hour

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 and be insurable by the University*
 - Hours (only during Spring and Fall semesters):
 - Monday-Friday (2:00pm-6:00pm)
 - Wage: \$9.00/hour

University Club and Alumni Center Parking Ambassador

- Serve as a parking lot ambassador for the University Club and Alumni Center
 - Provide excellent customer service to University Club patrons who come into park
 - Prevent non-patrons from parking in the lot
 - Hours (only during Spring and Fall semesters):
 - Monday-Thursday (7:30am-2:30pm)
 - Friday (7:30am-2:30pm)
 - Wage: \$8.25/hour