**Student Field Officer**

**General Duties**

Present a positive and professional image of the university at all times

Position will be responsible for outdoor activities including:

* Providing directions, information, or education to campus community
* Having proficient knowledge on all rules and regulations pertaining to parking
* Enforcing parking rules and regulations
* Locating lost, stolen, and counterfeit permits
* Assisting the public with tire inflations, gasoline, unlocking vehicle doors, and jumpstarts
* Staffing parking lots during campus events
* Performing other duties as assigned.

**Minimum Qualifications**

* Ability to provide exemplary customer service
* Ability to communicate clearly and concisely
* Ability to relay details accurately.
* Ability to determine priorities and handling high pressure situations
* Ability to type with high accuracy
* Have a minimum 2.0 GPA and be able to maintain it
* Current driver’s license with two years driving experience
* Must be able to work in all conditions and must be able to lift at least 50 lbs.
* Must be willing to walk campus in ALL weather conditions

**Preferred Qualifications**

* Experience in maintenance and operating hand tools and heavy equipment such as Bobcat, garage cleaners, and paint rig is preferred
* This position requires strenuous physical labor at times

 **Knowledge, Skills and Abilities**

* Customer service oriented
* A positive and professional attitude
* Ability to problem solve
* Ability to be a team player
* Knowledge of parking policies
* Ability to work effectively with people from a variety of culturally diverse backgrounds
* Ability to multitask

**Special Information**:

* Position will be on-call combined with a weekly schedule.
* Must be willing to be cross trained in other Parking Services positions including enforcement.

**Mandatory Events:**

* Beginning of the semester trainings (held in August and January)
* Commencement (held in December and May)