Hiring Office
Transportation Services

Positions Available
Parking Enforcement Officer
Office Assistant

Job Description-Parking Enforcement
Parking Enforcement workers may be asked to work in the parking booth or in the lots writing tickets. Students working in the booth maintain the flow of cars going in and out of the lot. Ticket writers patrol all parking lots on campus and are responsible for writing citations, giving tow notices and knowing all parking rules and regulations.

Candidates applying for this position must:

- be punctual, reliable, and have good communication skills
- provide accurate and legible documentation of parking violations
- demonstrate integrity and maintain confidentiality
- be self-motivated and work independently without close supervision
- be willing to work in all weather conditions
- be willing to walk across campus several times during a shift

Job Description-Office Assistant
Office Assistants will perform various clerical duties, such as photocopying, word processing, data entry, errands and filing. Students assist with Parking, Alternative Transportation and Security needs and projects. Office Assistants will provide high quality customer service to Faculty, fellow Students, Staff and Parents. Students will assist with answering questions, distributing permits and ticket resolution. Office assistants may be asked to help with surveying and marketing. Students may be asked to assist with events and permit distribution. Office assistants are expected to learn all parking rules and regulations along with information on parking, security and alternative transportation. Office assistants may be asked to do occasional parking enforcement duties.

Candidates applying for this position must:

- be punctual, reliable and have good communication skills
- possess excellent customer service skills
- be accurate, self-motivated and confident
- be proficient in Microsoft Word, Excel and Publisher

Diversity Statement
Edgewood College welcomes to its learning community women and men of diverse backgrounds, religious affiliations, ethnic and racial identifications, and sexual orientation.
To apply for this position please complete the application and send resume to:
http://my.edgewood.edu/sites/services/HRE/sefs/cjfs/Lists/Parking%20Enforcement%20OfficerOffice%20Assistant/overview.aspx

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