The position encompasses the following 3 roles. Employees will be cross trained and scheduled for all 3 roles:

1. **Special Events Parking Assistant**
   The Special Events Parking unit is responsible for processing and controlling parking for between 1500-1800 events per year, ranging from smaller events such as conferences and weddings, to larger campus-wide events such as Commencements and Football. The Special Events Parking Attendant would be responsible for issuing permits to names on a guest list for events throughout the year, controlling lots, or selling parking permits. The Attendant is expected to provide excellent customer service and inform patrons of various parking areas and parking rules/restrictions. Perform all duties as delegated.

2. **Loop ADA Golf Cart Driver**
   Parking Attendants are cross trained to be Loop golf cart drivers. The Loop driver provides golf cart service to disabled and elderly persons on campus, including faculty, students, and campus visitors. Loop drivers receive ride requests through an iPad and pick up and drop off patrons at designated locations on campus. Must have a valid US driver’s license for this role and must be able to drive safely in highly populated areas on campus. Perform all duties as delegated. Please note that this is a cross trained position and we do not hire for the Loop alone.

3. **Kiosk Attendant**
   Upon successful training as a Special Events Parking Attendant, the employee can be further trained to be a Kiosk Attendant, in addition to other duties. The Kiosk attendants accept and issue daily permits to department visitors, issue temporary loading/unloading passes, provide parking and campus information to walk-up and drive-up customers, and provide general assistance to all patrons. Perform all duties as delegated.

Upon successful completion of the previous 3 roles, employees can apply to be a Student Leader:

4. **Student Leader**
   Upon successful completion of the previous three roles, employees can apply to be a Student Leader. Student Leaders assist the Special Events Supervisor and Manager with hiring, training, scheduling, and supporting the attendant staff. They serve as a liaison between management and the student staff. This is a great opportunity for students wanting more hands-on event planning or supervisory experience – our Student Leaders learn both the administrative side and field side of event planning, and they gain communication and leadership skills that will give them an edge after college.
Required qualifications include:

- Must be a currently registered student
- Must be a team player, but willing to work alone
- Must be able to deal with high stress situations
- Must be willing to work outdoors
- Must have exceptional customer service, communication, and problem-solving skills
- Must be punctual to all shifts
- Must have a valid U.S. Driver's License
- Must pass UCPD background check
- Perform all duties as assigned

The ideal candidate would also be available to work:

- Dorm Move-In Dates in August (2021: 8/16, 8/17, 8/18)
- Home Football Games in the Fall (2021: 9/4, 9/18, 10/2, 10/23, 10/30, 11/13)
- Commencement Week in May (2022: TBD)

Additional Information:

- This job is also available for Work Study (but not required)
- We offer a competitive pay rate
- We have variable/flexible hours. We work around students’ school and extracurricular schedules, but ample weekday and weekend availability is desired.
- Hours can range between 8-20 hours per week on average, depending on student availability and the number of events happening on campus.
- We have a staff of 30-50 student employees, and this is a great way to gain or improve communication and customer service skills. Opportunities for growth are available, and successful students can move up to be Student Supervisors - gain supervisory and event management skills and work closely with the Special Events Supervisor and Manager while in school! This is also a great opportunity for those looking for a first-time job.
- Please email leaders250@gmail.com for more information!