



ANNOUNCEMENT OF POSITION VACANCY **Staff Assistant, Parking Services**

SUMMARY: Reporting to the Parking Services Manager, this Staff Assistant performs administrative duties in the daily operation of Parking Services, and provides administrative assistance to the manager. The staff assistant also enforces CMU parking regulations by patrolling the CMU campus parking lots done by walking and/or using a motorized cart.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- General office duties such as, but not limited to, answering phones, greeting customers, typing, filing and faxing
- Assist with issuing campus parking permits, including student, faculty/staff and visitor permits
- Complete data entry for permit sales and citations and maintain permit sales logs
- Prepare daily and weekly deposits
- Prepare reconciliations of parking permits and fines revenues
- Provide quality internal and external customer service by addressing customers' questions or concerns, being mindful that the goal is to meet and increase customer satisfaction
- Assist with providing supervision, training and scheduling parking services' student staff
- Assist with training University Center staff regarding parking permit sales, receipts, reconciliations and general parking information
- Assist with planning and monitoring the parking department's budget
- Assist with maintaining the parking services website
- Assist with troubleshooting and maintaining equipment
- Drive motor vehicles to deliver and pick up equipment and supplies
- Issue accurate tickets to violators according to established procedures
- Install and remove vehicle immobilization devices as required
- Using required software, maintain accurate records and files and prepare accurate and reliable reports that contain findings and parking details
- Some evenings and weekends shifts may be required
- Other related duties as assigned

REQUIRED EDUCATION, EXPERIENCE, SKILLS and ABILITIES:

- A high school diploma or GED
- At least one year of experience in a busy office setting working with the public
- Solid accounting/budgeting experience and proficiency in Microsoft Office applications, including but not limited to spreadsheets, databases, word processing, and basic accounting software
- Possession and maintenance of a valid Colorado driver's license; and
- Ability to work independently and implement solutions effectively without direct supervision

LANGUAGE SKILLS:

Sufficient clarity of speech and hearing which permits the employee to communicate well with employees, the campus community, police and the general public in person and via the telephone; ability to read, analyze, and interpret complex documents; to respond effectively, orally and in writing, to the most sensitive inquiries or complaints; and, to make effective and persuasive presentations on controversial or complex topics to top management and/or public groups.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume and to apply concepts of basic mathematics.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions and to interpret an extensive variety of technical instructions in mathematical or diagram form with several abstract and concrete variables

PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in the work environment described below.

- Sufficient vision which permits the employee to make comprehensive visual inspections of parking locations and conditions and to record and review a wide variety of written reports and visual materials and supplies;
- Sufficient manual dexterity which permits the employee to operate a computer keyboard and handle small objects;
- Sufficient personal mobility which permits the employee to visit a variety of work sites, drive a car or cart and transport materials or supplies weighing up to 50 pounds; and,
- Ability to walk up to five miles daily in all weather conditions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Job tasks are performed in an office environment as well as outdoors in all weather conditions. The noise level in the office environment is usually quiet.

DESIRED EXPERIENCE:

- Experience with SCT Banner or other similar software system

TYPE OF APPOINTMENT: Full-time, FLSA nonexempt administrative position.

SALARY: Commensurate with education and experience. Excellent health and retirement benefits package.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by May 15, 2017.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, at least one of whom is a current or previous supervisor, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Email to: CMUJobs@coloradomesa.edu. *Please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.*

Or mail to:

Staff Assistant, Parking Services Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.