

P&T Student Employee Job Description

Employees will be cross-trained and scheduled for **all 3 of these roles:**

Special Events Parking Attendant	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 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.
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.
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 above roles, employees can apply for a **leadership position:**

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.
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Required

Registered UC Berkeley student

Valid US driver's license

Pass a UCPD background check

Team player (but willing to work alone)

Able to deal with high-stress scenarios

Exceptional customer service, communication, and problem-solving skills

Perform all duties as assigned

Preferred

Available to work during:

Move-In
(Dates: housing.berkeley.edu)

Home Football Games
(Dates: calbears.com)

Commencement
(Dates: commencement.berkeley.edu)

Additional Info

Work-study is available

We offer flexible/variable hours:

Students are scheduled around their class and extracurricular commitments

Hours range from 8-20 depending upon student availability and the number of events happening across campus