

The University of Texas at San Antonio

Job Description

Job Title: Parking Events Assistant
Code: 18380
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Parking & Transportation

Summary

- Function: To provide assistance in the planning, implementing and logistical support for parking accommodations for university special events.
- Scope: Responsible for providing administrative and parking event support.

Duties

- Typical:
 1. Serves as the primary field event staff for all events.
 2. Assists in identifying and communicating available parking resources to include creation of maps, signage, equipment set up/tear down and staffing.
 3. Provides administrative assistance to the Assistant Events Manager through data entry and response to customer e-mails in a timely manner.
 4. Provides event details such as pricing and directions.
 5. Ability to make decisions relative to routine office operations.
 6. Acts as a liaison with departments to coordinate use of parking areas.
 7. Communicates all event needs verbally and through shared calendars.
 8. Track and maintain all inventory in an organized manner.
 9. Perform other duties as assigned.
- Periodic:
 1. Attends event meetings on behalf of BAS
 2. Follows up on pending invoices for billing purposes
 3. Prepares reports and statistical tracking information for events.

Education

Required	Preferred
High school graduation or GED.	Associate's Degree from an accredited university.

Other Requirements

Required	Preferred
Texas Driver's License	Excellent customer service and organizational skills.
The ability to develop a thorough knowledge of University structure, policies, rules and procedures while utilizing best practices.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Two years of administrative, customer service or events coordination experience.	Three years of administrative, customer service or events coordination experience in a higher education setting.

Equipment

Required	Possible
Personal computer and standard office equipment.	Parking databases, pay machines and sign making equipment.

Working Conditions

Usual	Special
Usual office conditions and event staffing in all weather conditions.	Flexible hours and weekends. .

Supervision

Received	Given
Direct supervision from the Assistant Events Manager.	Occasional supervision of assigned personnel.

Accuracy

Detail oriented and organized. Events must be tracked very efficiently.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws,
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regulations, policies, and procedures are complied with.