

Office of New Student Programs
University of Michigan
Orientation Parking Attendant



The Office of New Student Programs (ONSP) is seeking applicants for a Parking Attendant to assist in the delivery of the University of Michigan Orientation program which serves over 6000 new students and their parents and families. The Office of New Student Programs is a unit reporting to the Office of the Provost, which administers the following programs: New Student Orientation, Parent and Family Orientation, Parent and Family Weekend, Welcome to Michigan, Arts at Michigan, Transfer Connections, University Mentorship, Student Veterans Assistance Program and the UM Educational Theatre Company.

Compensation and Time Commitment:

- ✓ Start Date: Monday, June 8, 2015
- ✓ End Date: Wednesday, August 5, 2015
- ✓ Approximately 10 hours per week
 - 7am-9:30am, Sunday-Wednesday
- ✓ Hourly rate: \$9.00

Job Description

As an orientation parking attendant, you will be the one of the first points of contact for incoming students and their families. We are counting on you to give them a great first impression of the University of Michigan!

- ✓ Greet students and families as they arrive to the Forest Street Parking Structure.
- ✓ Expedite the parking process by providing a parking pass to students staying overnight for orientation as well as give clear directions regarding the parking pass process.
- ✓ Communicate with the Orientation Leader team, as needed.
- ✓ Be familiar with all program locations (both parent and student) and give directions, as needed.
- ✓ Daily set up of parking signage.

Expectations

- ✓ Attend and be on time for all assigned shifts.
- ✓ Provide outstanding customer service and conduct in appropriate behavior as a representative of the University of Michigan.
- ✓ Maintain a positive attitude and disposition at all times.
- ✓ Work may require the ability to lift materials as needed-up to 50lbs.



**OFFICE OF
NEW STUDENT PROGRAMS**
UNIVERSITY OF MICHIGAN

Orientation Parking Attendant Application 2014

Office of New Student Programs

1100 LSA Building
Ann Arbor, MI 48109-1382
(734) 764-6413

Name:	UMID #:
E-mail Address:	
Campus/local address:	
Street:	
City, State ZIP:	<input type="radio"/> Home <input type="radio"/> Cell Phone #:
Permanent address:	
I am a/an: <input type="radio"/> Michigan resident/in-state student <input type="radio"/> Out-of-state student	
Street:	
City, State ZIP:	<input type="radio"/> Home <input type="radio"/> Cell Phone #:
Academic Unit: <input type="checkbox"/> Architecture & Urban Planning <input type="checkbox"/> Art & Design <input type="checkbox"/> Ross School of Business <input type="checkbox"/> Comprehensive Studies Program <input type="checkbox"/> Dental Hygiene <input type="checkbox"/> Education <input type="checkbox"/> College of Engineering <input type="checkbox"/> Program in the Environment <input type="checkbox"/> Honors Program <input type="checkbox"/> School of Kinesiology <input type="checkbox"/> Literature, Science, and the Arts <input type="checkbox"/> School of Music, Theatre & Dance <input type="checkbox"/> School of Nursing <input type="checkbox"/> College of Pharmacy <input type="checkbox"/> Ford School of Public Policy <input type="checkbox"/> Residential College	Current academic year: <input type="radio"/> Freshman <input type="radio"/> Sophomore <input type="radio"/> Junior <input type="radio"/> Senior - I will be graduating in May, 2015 <input type="radio"/> Other: _____ Major/Concentration: _____
<p>*Statement on demographic information: <i>This information is completely optional.</i> Any information you self-disclose will be used for statistical purposes to track who is applying for positions and to determine how we can better market our positions to historically underrepresented groups.</p> <p>We desire a diverse applicant pool and strive to group diverse team members together to best serve all students.</p>	
Gender:	Age:
I consider myself a member of this/these racial/ethnic group(s): (check all that apply) <input type="checkbox"/> African American/Black <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other:	Other personal characteristics: (check all that apply) <input type="checkbox"/> I am differently-abled <input type="checkbox"/> First person in my family to attend college <input type="checkbox"/> Gay/Lesbian/Bisexual/Transgender <input type="checkbox"/> International student <input type="checkbox"/> Veteran <input type="checkbox"/> Other:

Employment History (Attach resume, if needed)

Position Title / Organization: _____
Supervisor Name / Phone: _____ Employment Dates: _____
Responsibilities: _____

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Responsibilities: _____

Are you available to work Sunday through Wednesday, 7am – 9:30 am, June 8 – August 5? Yes No

What kind of transportation will you have access to Sunday through Wednesday, 7am – 9:30 am, June 8 – August 5?

**NOTE: Bus route schedules change for the summer and on the weekends. Please take that into consideration when answering this question.*

- AATA Personal vehicle No need for transportation, I can walk to work
 U-M Magic Bus Bicycle Other _____

Information verification

I certify that my answers are true and complete and I give the Office of New Student Programs permission to verify my academic and judicial standing as well as other any information included in this application. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature (required)

Date

RETURN COMPLETED APPLICATION BY MONDAY, APRIL 20 TO:

Tracy Darnell
(tdarnell@umich.edu)

1100 LSA Building, 500 S. State Street
Ann Arbor, MI 48109