

Winthrop University

NOTICE OF JOB VACANCY

June 30, 2026

Position	Parking Enforcement Officer Temporary Position (20 – 25 hours per week)	
Department	Winthrop Police Department	
Band/Level	N/A	Vacancy No.: 2027300T
Starting Salary	\$10 to \$15 per hour; actual salary depends on qualifications.	
Minimum Training and Experience		
<ul style="list-style-type: none">• High school diploma or GED equivalency.• Experience in parking enforcement or public contact work.• Valid driver's license.		
Knowledge, Skills and Abilities		
<ul style="list-style-type: none">• Knowledge of Winthrop University, City of Rock Hill, and State of South Carolina traffic codes and regulations related to parking enforcement preferred.• Knowledge of Winthrop campus buildings and surrounding area preferred.• Effective oral and written communication skills.• Ability to obtain and maintain Criminal Justice Information Services (CJIS) Certification• Ability to operate standard office equipment, handheld devices and computers.• Ability to read, interpret and explain university, City of Rock Hill and State of South Carolina parking policies and procedures.• Ability to maintain accurate records, reports and documentation.• Ability to work independently and complete assignments as directed.• Ability to enforce traffic codes and regulations tactfully, firmly and impartially.• Ability to establish and maintain effective working relationships with Winthrop employees, other agencies and the public.• Ability to interact tactfully and professionally with a diverse population.• Ability to act quickly, calmly and effectively in emergency situations and adapt to changing or fluctuating conditions.• Ability to tolerate repetitive short-cycle work.• Ability to work outdoors in varying weather conditions and environmental extremes.• Ability to perform physical tasks, lift and carry objects up to 50 pounds and occasionally move objects weighing up to 150 pounds.• Ability and willingness to use protective devices, such as masks, safety glasses, earplugs, and gloves.• Ability to work variable hours between 6:30 a.m. and 6:30 p.m. Monday through Friday and willingness to work occasional Saturdays and Sundays for special events.		
Major Duties		
<p>Reporting to the Parking Manager, the Parking Enforcement Officer performs a variety of skilled and semi-skilled duties and supports other members of the Winthrop University Police Department as requested.</p> <ul style="list-style-type: none">• Monitors parking areas on campus and enforces the parking rules and regulations, issuing warnings or citations as required.• Maintains, assembles, installs and repairs parking signs and posts.• Coordinates activities with campus departments to ensure parking resources are available.• Blocks off parking areas and roads and controls general traffic direction for events and activities by setting up and/or removing traffic control devices.• Maintains supply and equipment inventory.• Answers questions from the public regarding parking rules and regulations and provides directions.• Reviews records and contacts the contracted tow service to remove vehicles.• Notifies appropriate personnel of citizen complaints, disabled vehicles, accidents, traffic issues, possible criminal activity and suspicious persons.• Completes required reports and documentation accurately and on time.• Assists police officers in directing traffic.		

To apply, access <https://www.governmentjobs.com/careers/sc> to submit an on-line application no later than July 21, 2025

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