

Winthrop University

NOTICE OF JOB VACANCY

August 13, 2026

Position	Parking Enforcement Officer Temporary Position (20 – 25 hours per week)	
Department	Winthrop Police Department	
Band/Level	N/A	Vacancy No.: 2027304T
Starting Salary	\$10 to \$15 per hour; actual salary depends on qualifications.	
Minimum Training and Experience		
• High school diploma or GED equivalency. • Experience in parking enforcement or public contact work. • Valid driver’s license.		
Knowledge, Skills and Abilities		
• 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		
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. • 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 September 15, 2026

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