



Parking Enforcement Attendant (Part Time/Casual)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca/> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

The Parking Enforcement Attendant plays a key role in supporting a safe and accessible campus environment by monitoring parking areas, issuing tickets, and assisting with parking inquiries. This position helps ensure fair use of parking resources and contributes to a positive experience for students, staff, and visitors.

Main responsibilities for this position will include:

- Monitor campus parking areas to ensure compliance with parking regulations.
- Issue tickets and document violations in a fair and consistent manner.
- Provide courteous assistance to students, staff, and visitors regarding parking inquiries.
- Support a safe, accessible, and well-organized campus environment.

TERM DATES: September 2026–April 2027. Hours vary, up to 15 hours per week. Shifts are typically 3 hours in length and are scheduled at various times between **8:00 a.m. and 8:00 p.m., Monday through Friday**, and **8:00 a.m. to 4:00 p.m. on Saturdays**. The flexible scheduling offers the opportunity to accommodate a variety of availability, based on operational requirements.

This appointment may be renewed for future academic terms or school years, subject to mutual agreement.

QUALIFICATIONS

- Police information check may be required
- Strong command of spoken and written English.
- Clear and respectful communication skills.
- Reliable, punctual, and able to work independently.
- Comfortable working outdoors in varying weather conditions.

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Knowledge of, and respect for, the institution's Catholic mission and identity



- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT WE OFFER:

As a part of the St. Mary's University community, eligible employees received a comprehensive compensation and total rewards package that includes, but is not limited to, a group benefits package, health spending account, RRSP matching, and generous paid time off. For more information on our offerings visit

<https://stmu.ca/careers/>.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: "Parking enforcement" by August 24, 2026. Note: interviews will be ongoing, and the position may be filled prior to the closing date. All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***