

Bookstore

Supervisor: Laci Furr

Positions: 1

Job Duties: **CUSTOMER SERVICE:** Assist the bookstore staff in working with students, employees, and the general public. Duties include ability to cashier, act as a public relations representative with the capability to greet and assist customers.

REQUIREMENTS: Include, but are not limited to: running a cash register, initiative to straighten merchandise, re-stock items, straighten department areas as necessary, fill pop machine and restock snack items DAILY; assist with pricing and tagging merchandise, answer telephones, fold clothing, file, retrieve mail from mail room and cover the store on special occasions.

LIFTING: Must be able to lift at least 25 pounds, moderate lifting and ladder climbing may be required as well.

Skills Needed: Skills include, but are not limited to: ability to self-start, ability to make change in U.S. coin, count cash, answer the telephone, use a cash register and calculator, file, use scissors to cut and paste, and take direction. Student must be friendly and outgoing. Common sense is most helpful.

Ability to work 10 hours a week is essential. Student worker employment is a job and should be treated as such.