

Bookstore Retail – Main Campus Bookstore

Work Study Job Type:

Retail

Reports to:

Callie Latimer

Duties and Tasks:

Overall duties and responsibilities include, but are not limited to, the following:

Helping customers in the bookstore to find textbooks or other items.

Answering the phones and assisting customers.

Cash handling and daily transaction reconciling.

Other duties as assigned.

Required Skills/Experience:

Able to utilize cash registers, credit card machines, and customer account codes.

Ability to interact effectively with other college employees and the general public.

Demonstrate written and oral communication skills.

Additional Requirements:

Must be able to stand 75% of the time.

Must be able to lift, at minimum, 25 pounds.

Eligibility Specific Requirements:

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.