

Job title:	<i>Bookstore Assistant</i>
Classification of Position:	<i>Federal Work Study, part-time, temporary</i>
Reports to:	<i>Bookstore Manager</i>
Employment Dates:	<i>Fall 2022/ Spring 2023</i>
Pay Rate:	<i>\$10.00 per hour</i>

Job purpose

- The Campus Bookstore is open to students, staff and the general public and provides an on-campus option for customers to purchase textbooks, school supplies and other merchandise. The work study will assist the bookstore staff in daily operations, mainly during times when staff are rotating lunch hours to ensure adequate coverage to assist customers.

Duties and responsibilities

- Provide excellent customer service.
- Stock shelves and displays as needed/requested by supervisor.
- Work study will be working with merchandise including receiving, pricing, displaying, and returning bookstore softgoods and supplies.
- Daily cleaning of work areas and general bookstore areas.
- Run errands such as mail pickup, making copies, picking up copies, etc.
- Other duties as assigned by Supervisor.

Qualifications

- Student must be eligible for the Federal Work Study program as determined through the Free Application for Federal Student Aid (or FAFSA).
- Student must be enrolled in at least half-time (6 credit hours) during the semester of employment.
- Student must maintain satisfactory academic progress (SAP) which is at minimum a 67% completion rate and 2.0 grade point average (GPA)
- Previous customer service experience preferred.

Working conditions

The Campus Bookstore is located in the Nesmith Student Center, Rm-109. The Bookstore is open daily between the hours of 8am-5:00pm (M-Th) and 8am-3:00pm on Fridays. Work hours will be within this time period. At times this is a physical position and may require bending, carrying, standing, lifting, etc.

Physical requirements

Federal Work Study student may be required to sit or stand for brief to extended periods of time.

Evaluation Procedures and Schedule

Federal Work Study student should be evaluated by their supervisor prior to the end of each semester of employment.

 Federal Work Study Student Name

 Federal Work Study Student Signature

 Date

 Supervisor Name

 Supervisor Signature

 Date

Approved by:	
Date approved:	
Reviewed:	