

## Bookstore Temporary Graduation Fair Associate

### POSITION DESCRIPTION

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We are hiring temporary associates to support our on-campus Graduation Fair. This role focuses on the organized and accurate distribution of pre-paid academic regalia (caps, gowns, hoods, and tassels) to bachelor's and master's degree candidates.

This is a high-volume event requiring attention to detail, professionalism, and efficient customer service.

### HUMAN RESOURCES DETAILS

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**Position Type:** Temporary / Event-Based

**Location:** Norris University Center Bookstore/Norris Center

**Dates:** April 29, 2026 (2:00 PM – 6:00 PM) and April 30, 2026 (10:00 AM – 2:00 PM)

**Hours:** Event-based shifts; availability during event hours required

**Position is open to Work Study and Non-Work Study – starts at \$16.75 per hour.**

**Reports To:** Bookstore Manager

### ESSENTIAL FUNCTIONS

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- Verify student information against pre-paid order lists
- Accurately distribute caps, gowns, hoods, and tassels
- Provide basic guidance on sizing and regalia components
- Maintain organized product tables and restock as needed
- Assist with line flow and student direction
- Support event setup and breakdown
- Represent the bookstore in a professional and courteous manner

### MINIMUM SKILLS AND QUALIFICATIONS

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- Strong attention to detail and accuracy
- Ability to work efficiently in a fast-paced environment
- Professional demeanor and clear communication skills
- Reliable and punctual
- Comfortable standing for extended periods
- Previous retail or event experience preferred but not required

#### **Physical Requirements**

- Ability to stand and move for extended periods
- Ability to lift up to 25 lbs.