

Bookstore Assistant

POSITION DESCRIPTION

Assists customers with questions and purchases, ensures items are stocked and organized.

HUMAN RESOURCES DETAILS

Shifts: 8-12 hours/week • Mornings, afternoons, and weekends available

Starting Wage: \$16.25/hour

Reports To: Bookstore Manager

ESSENTIAL FUNCTIONS

Our store carries everything from text and trade books, technology, and school supplies to clothing, regalia, and food-- everything a college student desires, their parents want, and our faculty needs. Part-time employees can work in one or a variety of departments and are typically scheduled to work varying or set schedules on a weekly basis year-round.

Expectations:

- Greet customers, answer questions, and assist with the purchase of merchandise or services.
- Attention to detail.
- Shelf, arrange, clean, and organize product or space within the store to maintain an appealing sales floor.
- Assist with processing sales transactions involving cash, credit, or charge card payments.
- Work Study/Student employee positions require availability to work on a weekly basis throughout the quarter and/or school year. Schedules may be set or vary to meet the needs of the store.

Physical Demands:

- Frequent movement within the store to access various departments, areas, and/or products.
- Ability to remain in a stationary position for extended periods.
- Frequent lifting.
- Occasional reaching, stooping, kneeling, crouching, and climbing ladders.

MINIMUM SKILLS AND QUALIFICATIONS

- Current Northwestern University undergraduate or graduate student
- High-energy, friendly personality, with strong communication skills to interact with a variety of people.

- Outstanding customer service skills to match customers to products that meet their needs.
 - Basic math, keyboarding, and data entry skills.
 - Flexibility in scheduling is necessary.
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