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: $15.50/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.
• Shelve, 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 chart string payments.
• Work Study/Student employee positions require availability to work on a weekly 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.