



# BOOKSTORE CLERK

## DEPARTMENT

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Bookstore - 8000

## QUALIFICATIONS

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Solid computer skills, customer service skills, strong work ethic, responsible and dependable. Must be able to work well when unsupervised. Attention to detail and organization is a must. Must be able to handle money accurately.

## DUTIES

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- Customer service
- Cashiering
- Assisting customers with locating textbooks
- Checking in orders
- Stocking shelves
- Buying back books
- Maintaining store appearance and setting up store displays
- Other projects will be assigned as necessary

## COMPENSATION

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Begins at Minimum Wage

## HOURS

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Determined by the needs of the store and your academic schedule.

## CONTACT

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