



Federal Work Study Position Description

Position Title:
Bookstore Work Study

Supervisor Name:
Trina Curtis

Department:
Bookstore

Supervisor Phone Number:
828-726-2303

Physical Job Location (room/building):
Hudson Bookstore- E Building

Approximate Hours Per Week:
up to 20 hours

Position Requirements

Have positive customer service experience and able to serve a demographically diverse population at the College is a must.
Able to regularly lift 25-50 lbs, following safety procedures.
Ability to operate a computer. Knowledge of word, excel, and Online shipping sites like UPS.
Excellent Cash handling experience, and familiarity or willing to learn cash register POS system (may turn into cashier duties).
Good telephone answering skills.
Punctuality, carefully follow written and/or verbal directions, willingness to learn new things, and able to use time wisely.

Primary Job Duties

This position works closely with the Bookstore Staff to serve Customers, pulling required textbooks for student schedules, assist in processing, fulfilling and shipping web online orders, answer phones, lifting book boxes, stocking books and merchandise, and other duties as assigned