

**COLLEGE WORK-STUDY
JOB DESCRIPTION**

NAME OF DEPARTMENT: Bookstore

PURPOSE OF JOB: To provide support to this department in any or all of the ways described in the duties and responsibilities listed below and to assist in other offices "on loan" where needed.

DUTIES AND RESPONSIBILITIES:

1. Assisting students in purchase of textbooks, merchandise and school supplies.
2. Transacting sales using the bookstore inventory and sales computers.
3. Bagging sales items
4. Proper tendering of all sales; including cash, check, visa/mc transactions and charges to student accounts.
5. Assisting in stock management, ordering, re-shelving, merchandising and overstock returns.

OVERALL JOB QUALIFICATIONS:

1. Good computer database management skills/ computer and internet friendly
2. Accurate money handling skills
3. Self-motivating
4. Reliable, with good follow-through
5. Helpful, friendly and courteous to students