

Retail Center-Work Study Employee

JOB TITLE:

Retail Center - Work Study Employee

JOB DESCRIPTION:

This position works with the Retail Center staff to assist students and customers with their needs as they pertain to printing or the selling of supplies, depending on the employee (work study) level of expertise. Some students will be assigned to work in the Print Center where they are responsible for operating all printers, binding and mounting equipment, they will also operate the point of sales system (cash register)

Some students will be assigned to work in the Supply Store where they will check in merchandise, stock shelves, check inventory and operate cash registers.

The main goal of the Retail Center is to provide the absolute best customer service experience to everyone that comes in.

START-DATE:

FALL TERM

PAY-RATE:

\$12.00/Hr.

HOURS:

TBD

NUMBER of POSITIONS:

5

Manager:

Frank Cerna – frank_cerna@sciarc.edu