

## **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 printing needs and with model making materials and supplies.

#### **Print Center Responsibilities**

Operate all printers, binding equipment, and point of sales system (cash register)

#### **Supply Store Responsibilities**

check in merchandise, stock shelves, check inventory and operate cash registers.

### **HOURS OF OPERATION**

10AM – 5PM

### **HOURS REQUIRED**

Min 8 hours per week