STUDENT JOB DESCRIPTION

JOB TITLE: Retail Store Office Assistant

WORK AREA: Bluejay’s Nest retail store

HOURS: 10 per week

TYPICAL WORK HOURS (Check all that apply)
☑ Daytime ☐ Evening ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Assisting students with purchasing supplies, merchandise and answering questions. Assist store manager with receiving, unpacking and checking in merchandise. Change displays, cleaning, hanging and folding clothes. Cash register and other duties as needed.

QUALIFICATIONS: Must be dependable and on time, basic computer skills, cash transaction skills, maintain confidentiality, excellent communication and customer service skills with both students and faculty, willing to learn and share new ideas, lift heavy boxes, dress appropriately.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?
☑ Yes ☐ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: $15.00 per hour

NUMBER OF STUDENTS NEEDED:

☑ 1 Academic Year ☐ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Meghan Hanna, Minnesota West
Location: Canby campus
Phone: 507-223-1311
Email Address: meghan.hanna@mnwest.edu