STUDENT JOB DESCRIPTION

JOB TITLE: Retail Store Office Assistant

WORK AREA: Bluejay’s Nest Campus Retail Store – Canby

HOURS: 10 per week

TYPICAL WORK HOURS

- [x] Daytime
- [ ] Evening
- [ ] Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Assisting students in the retail store with purchasing supplies, general merchandise, and assisting with questions. Assist Store Manager with receiving, unpacking, and checking in merchandise. Changing displays, cleaning and folding/hanging clothes. Books are ordered online by the student population, must be able to assist students on our campus with the ordering process at the student computer kiosk located in the store. Computer skills/word processing as requested by supervisor. Cash register operations 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?
- [x] 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: $12.00 per hour

NUMBER OF STUDENTS NEEDED:

- _____ Academic Year
- _____Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Meghan Hanna
Location: Canby Campus
Phone: 507-223-1311
Email Address: meghan.hanna@mnwest.edu