STUDENT JOB DESCRIPTION

JOB TITLE: Bookstore Office Assistant

WORK AREA: bookstore

HOURS: 10 per week

TYPICAL WORK HOURS
(Check all that apply)

☐ Daytime ☑ Evening ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Assisting students in purchasing books and supplies required for class, assisting with receiving and returning books to publishers, continuous cleaning and changing displays to improve the store’s appeal, word processing as requested by supervisor, cash register operation, considerable data entry, 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: $13.00 per hour

NUMBER OF STUDENTS NEEDED:

☐ 2 Academic Year ☐ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Tammy Ling, Minnesota West
Location: Jackson campus
Phone: 507-847-7930
Email Address: tammy.ling@mnwest.edu

Canby Campus
1011 First Street West
Canby, MN 56220

Granite Falls Campus
1593 11th Avenue
Granite Falls, MN 56241

Jackson Campus
PO Box 269
Jackson, MN 56143

Pipestone Campus
1314 North Hiawatha
Pipestone, MN 56164

Worthington Campus
1450 Collegeway
Worthington, MN 56178

Luverne Site
311 N. Spring Street
Luverne, MN 56156