

### Federal Work Study Program Job Description

Job Title	Student Worker	Job Classification	Service Worker	
Department	Bookstore	Employer	Main Campus 7932 Opossumtown Pike F	
Team		Office Location	Student Center	
Phone		Room Number	H117	Rate of Pay \$11.50
Supervisor	Fred Hockenberry	Supervisor (other) email		
Employment Beginning	Employment Ending			
Summer 2019 (July 1- Aug)	Summer 2020 (May-June 30)			

Department Job Descriptions are approved on a yearly basis (July 1, 2019– June 30, 2020) and should reflect the needs of the Department for the upcoming year. Individual student work agreements are written on a semester by semester basis.

#### Purpose/Role within the Organization

Provide assistance with Bookstore operations

#### Job Duties & Responsibilities

Customer service  
 Merchandise display  
 Merchandise restocking  
 Assist with receiving process  
 Assist with web order fulfillment  
 Assist with merchandise returns  
 Some cash handling

#### Preferred Skills & Qualifications

Retail experience preferred but not necessary  
 Commitment to quality customer service  
 Knowledge of computer operations

*Student must have financial need based on the FAFSA*

**Evaluation Procedure & Schedules** 30 Day Student Worker evaluations are recommended but not required.