



STUDENT JOB DESCRIPTION

JOB TITLE: Retail Store Office Assistant

WORK AREA: Bluejay's Nest retail store

HOURS: 10 per week

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

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

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