



STUDENT JOB DESCRIPTION

JOB TITLE: Bookstore Assistant

WORK AREA: Bookstore

HOURS: 10-20 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 operations, 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:

 3-4 Academic Year

 Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Amy Burdick, Minnesota West

Location: Worthington campus

Phone: 507-372-3414

Email Address: amy.burdick@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