

JOB DESCRIPTION – BOOKSTORE ASSISTANT

Bethany College Bookstore

POSITION TITLE: Bookstore Assistant

SUPERVISOR: Bookstore Manager

FUNCTIONS:

- 1) Assist the manager with daily operations
- 2) Assist customers with purchases

RESPONSIBILITIES:

Greet and help all customers
Run the cash register
Price and stock merchandise
Process textbooks
File and see to other general paperwork
Answer the telephone
Make displays
Pack textbooks and merchandise to be returned

POSITION REQUIREMENTS:

Up to ten hours/week during school year, including some weekends
Full year's commitment desired because of the time-consuming training involved

QUALIFICATIONS:

Retail experience helpful
Experience running a cash register helpful
Computer word processing and data entry skills
Highly responsible, dependable, and enthusiastic
Ability to work as a team member
Ability to learn and take directions

Career Services
Lower Warner Hall
785.227.3380 Ext. 8230
Fax: 785.227.3500
Career_service@bethanylb.edu