

NMJC Bookstore – 2 Positions

Posting Date: 8/1/2018

Classification: Work-study

Description: Typical Duties

- Responsible for following a work schedule assigned by the Bookstore Director/Assistant Director. The schedule will be built around the student's class schedule.
- Arrive on time and follow employee dress code.
- Daily restocking of snack foods and beverages while rotating stock by expiration date.
- Greet customers as they enter the Bookstore and provide good customer service throughout their visit here.
- Properly stock textbooks as stock arrives following the shelf tags that list class assignments.
- Stock other general merchandise.
- Must be able to lift 50 lbs.
- Process sales transactions on our Point of Sale (POS) system and count change back to customer.
- Help customers find their correct textbooks for their classes.
- Perform additional duties assigned by the Director/Assistant Director.

Knowledge, skills and abilities:

- Knowledge of Point of Sale (POS) registers.
- Willingness to learn new skills.
- Skill in analyzing problems and a willingness to seek help from management to resolve questions.
- Skill in communicating with customers.
- Ability to provide excellent customer service.
- Ability to tactfully respond to requests and inquiries from the public.

Qualifications: Student have a Free Application for Federal Student Aid (FAFSA) completed and must be enrolled as a regular student. Student must meet satisfactory academic progress (SAP) requirements. Candidate should have excellent people skills as the ability to maintain a friendly attitude and work effectively with student, staff and faculty.

Pay Rate: \$7.50 per hour and up to 20 hours per week, as is approved through financial aid.

Application Deadline: Open until filled

To Apply: To schedule an interview, please contact Julie Buchanan 575-492-2600 or come by the Ben Alexander Center Bookstore

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