

Work Study Job Description:

Student Services Division/Book Store

Vice President: Wendell Williams

Director: Brenda Fox

FWS Supervisor: Laura Lashley

Location: Administration

Contact Number: 8631

Job Duties:

- 1) Sort and file paperwork on student files and copy documents.
- 2) Assist students at the front desk area and on the telephone
- 3) Pick up and sort mail from mailroom daily.
- 4) Other duties as arise, such as wrapping books, and working books during buy back periods
- 5) Assist director and other staff with maintaining shelves, unpacking books, keeping accurate count of incoming shipments
- 6) Hours worked are assigned by director/supervisor. These hours are assigned to ensure adequate coverage throughout the day
- 7) Some positions require working until 6:00 pm.

Hours per week: 20 Hours
(20 hours Maximum)

Hours preferred: Dependability is a must and the work schedule is constructed in conjunction with the student schedule and operation hours of Bookstore.

Special Needs/Information: Must have the ability to provide "excellent" customer service, maintain confidentiality, function in a fast paced environment to include multi tasking, excellent computer skills and detailed work.