

Bookstore Student Employee

DEPARTMENT: Bookstore

JOB TITLE: Bookstore Student Employee

SUPERVISOR: Joseph Wrightson, Administrative Coordinator I
Student Success Center, SC-215
jwrights@tctc.edu
864-646-1823

DUTIES:

Job responsibilities include but are not limited to running a cash register with minimal errors, pricing items, stocking shelves, data entry, packing orders for the internet store, dusting shelves, answering the telephone, assisting with inventory maintenance, merchandising displays, and running errands on campus. Computer experience is a plus.

QUALIFICATIONS:

Ideal candidates for this job will be dependable and responsible, have the ability communicate effectively and work independently when necessary, effectively use Microsoft Office applications, and agree to adhere to confidentiality as required by FERPA.

SCHEDULE:

The schedule for this job is flexible during the hours of 8:00 a.m. through 5:00 p.m.

HOURS PER WEEK: 10 hours per week, dependent upon work load

PAY INFORMATION: \$12 per hour

Location: Pendleton Campus