

FEDERAL WORK-STUDY **BOOKSTORE CLERK**

This is a part-time, Federal Work-Study position that reports to the Manager of Campus Services and is located on the main JWCC campus in Quincy, Illinois.

POSITION DESCRIPTION/DUTIES

Serve as a customer service representative for the Bookstore. Handle customers in store and on the phone. Working with the POS system for sales.

- Enter customer purchases into register for all sale transactions.
- Answer customer questions and handle various requests.
- Ensure rules are followed for financial aid, student loan, or other funding sources. Package & ship items to customers as requested.
- Keep cashier area and Bookstore clean & organized.
- Assist with receiving and shipping Bookstore merchandise.
- Other duties as assigned.

QUALIFICATIONS

Students applying for this position will need to be current JWCC students. Eligibility to work within the Work-Study program is required. Ability to communicate effectively with customers and count money. Previous retail experience preferred. Flexible hours needed.

SALARY

IL minimum wage

APPLICATION

Students who are interested in this position will need to complete a Federal Work-Study application. Please select "Bookstore" to apply for this specific role. Once eligibility is approved, your application will be forwarded on to the department supervisor.

Applications from qualified persons who are members of racial or ethnic minorities, women, individuals with disabilities, and veterans are encouraged to apply. John Wood Community College is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of race, color, national or ethnic origin, sex, religion, disability or other factors prohibited by law.