

Madison College Bookstore Job Description – Student help

Position: Bookstore – Truax (Room C1448)

Hours: Up to twenty (20) hours per week, between 7:00 a.m. – 6:00 p.m. Monday-Friday
Schedule to be determined based on class schedule and office needs.

Salary: \$12.50 per hour (Madison College Student Help Rate)

Position Summary:

This person will work in the Truax Bookstore under the supervision of the Manager. Primary duties include front-line customer service, cashiering, filing orders, and stocking for the Truax Bookstore. This position interacts with various students and staff to provide assistance and information regarding textbooks and retail merchandise.

Job Responsibilities:

- Cashiering
- Customer service
- Filing orders
- Answer phone and walk-in inquiries and route them to the appropriate party and / or provide information.
- Stocking shelves and pricing merchandise.
- Cleaning and straightening of retail sales area and merchandise.
- Other duties as assigned by the Truax Bookstore Staff.

Qualifications & Requirements:

- Must be enrolled in at least six (6) MATC credits.
- Valid Wisconsin Driver's license preferred.
- Must have applied for financial aid for current semester.
- Basic computer skills.
- Ability to communicate effectively with other students and staff.
- Dependable, Energetic, outgoing, and creative.
- Customer service experience preferred.

Skills and Experiences Developed Through This Job:

- Customer service / interpersonal communication skills.
- Computer skills through hands on use.
- Professional responsibility through daily duties.
- Time management, prioritization, interpersonal communication, organizational, and customer service skills.

Truax Bookstore

(608) 246-6016

PLEASE INCLUDE A COPY OF YOUR CLASS SCHEDULE WITH YOUR APPLICATION

Please apply at <https://joinhandshake.com/>

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