

Short term employment opportunity! (Remote work)

Madison College Bookstore will have seasonal positions available during the fall semester start. **Positions will start August 9, 2021. Most positions will end by mid-September 2021 depending on the needs of the store. The rate of pay is \$15.35 per hour.** Positions are typically scheduled at 30-40 hours per week but could vary.

All positions will be done remotely. However, you may be required to work on campus for onboarding purposes. Other seasonal positions are available if you are not interested in remote work.

Friendly, positive, and detail-oriented people are needed. Experience in customer service is preferred. Must be able to commit to a set schedule within the hours listed below and present a professional image at all times.

Remote Customer Service – Job duties

- Provide quality customer service over the phone and through email communications.
- Provide information and guidance to customers.
- Assist customers in ordering course materials using the bookstore website.
- Look up orders to check status and answer questions for customers.
- Perform other duties as assigned by bookstore staff.

All applicants must be available to work a set schedule that will fall within the dates/times listed below. Schedules will be determined by the bookstore management.

Work schedules will be set within these times

Monday - Friday	8:00 am - 8:00 pm
Saturday (August 21, 28 & September 4)	8:00 am – 8:00 pm

To apply, send resume to Scott Heiman at sheiman@madisoncollege.edu