

Short term employment opportunity!

Madison College Bookstore will have seasonal positions available at the Truax campus during the spring semester start. **Positions will start on January 4, 2022. Most positions will end by February 4, 2022 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 require on campus work. College policies and procedures related to COVID-19 must be followed.

Friendly, positive, and detail-oriented people are needed. Experience in cashiering, customer service, and order fulfillment is preferred. Must be able to commit to a set schedule within the hours listed below, stand for long periods of time, lift 50 lbs. and present a professional image at all times.

Cashier/Customer Service/order fulfillment – Job duties

- Operate a cash register.
- Responsible for handling several types of transactions, some of which are complex.
- Provide quality customer service in store and over the phone in locating books, supplies, and information.
- Curbside pickup order delivery.
- Verify incoming orders and Stock shelves.
- Fill orders for textbooks and school supplies.
- Provide information and guidance to customers in the store and over the phone.
- Cleaning and straightening of retail merchandise.
- Perform other duties as assigned by bookstore staff.

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

General work hours will fall mainly within these times; may vary as needed.

Monday - Thurs	7:00 am - 6:00 pm
Friday	7:00 am – 3:00 pm
Saturday (some)	9:00 am – 1:00 pm

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