

BOOK STORE

POSITION: Book Store Work Study
DIVISION: Business Services
DEPARTMENT: Book Store
BUILDING: Life Center
CAMPUS: Main Campus

FWS SUPERVISOR: Laura Lashley
DIRECTOR: Brenda Fox
VICE PRESIDENT: Marc Payne
PHONE NUMBER: 903.463.8631

HOURS per WEEK: 20
(20hr MAX)

HOURS PREFERRED:

JOB DUTIES:

- Wrapping books and working books during buy back periods
- Maintain shelves, unpacking books and keep accurate count of incoming shipments
- Front desk reception for students
- Sort and file paperwork for student records
- Assist director and other staff with miscellaneous projects
- Pick up and sort mail from mailroom daily
- Other duties as assigned

SOFTWARE:

SKILLS: Strong customer service skills, dependability is essential, maintain confidentiality, multi-task, proficient computer skills, detail orientated, telephone demeanor, excellent communication skills, professional & friendly attitude

SPECIAL NEEDS:

INFORMATION: To ensure adequate coverage throughout the day, work study hours are assigned by the director/supervisor. The work schedule is constructed in conjunction with student's schedule and the hours of operation. Students are responsible for notifying their supervisors when they expect to be late or absent.

Some positions require working until 6:00 pm.