Beloit College  
Student Employment Job Description

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<th>Position Title</th>
<th>Hourly Rate</th>
<th>Department</th>
<th>Supervisor</th>
<th>Work Location</th>
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<tbody>
<tr>
<td>Turtle Creek Bookseller</td>
<td>$7.25</td>
<td>Turtle Creek Bookstore</td>
<td>Peter Fronk</td>
<td>444 East Grand Ave.</td>
<td>01-92920-00000-00000-xxxxx</td>
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</tbody>
</table>

Do multiple individuals hold this position at one time?  
☑ Yes  ☐ No

Number of positions available: 1 - 2

**Work Schedule**

A student in this position can expect to work 4 - 6 hours per day, 8 - 12 hours per week.

The student will work  ☐ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☑ any day of the week.

Hours are available during the following times of the day:  **10:00 am to 5:30 pm & some extended hours possibly**

**Department/Position Overview**

Bookseller's are responsible for ringing sales, answering phones, directing and assisting customers, checking in book and other merchandise, general cleaning duties, and various tasks depending on the time during the year.

**Description of Duties and Tasks**

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☑ Conform to an established work schedule; reliably work set hours as assigned

☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

☐ Run errands on and/or off campus, including campus mail pick-up and delivery

☑ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision

☑ Must be able to lift up to 50 lbs.

☑ Must be able to be on your feet up to 4 - 6 hours at a time.

☑ Must abide by Barnes & Noble dress code and policies.
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: