

Alverno College
Non-Exempt Student Position Description

Position Title: Level III: A-Store Student Associate	Date: Summer/Fall 2022
Department: A-Store	Status: Student Employment
Reports To: A-Store Manager	Pay Rate: \$9/hour

Primary Function: Provide support to the A-Store including, but not limited to, providing excellent customer service, accurately operating the cash register, product processing and maintenance, shelving and restocking, running reports and light inventory management. Additional projects to be assigned based upon need.

Principal Responsibilities

1. Customer Service: provide assistance and information to customers; respond to both internal and external customers professionally and in a timely manner; respond to phone and in-person inquiries.
2. Cashiering: operate cash register and accurately process sales and returns.
3. Product Processing: inventory incoming product; check closely for defective, damaged or missing merchandise; report discrepancies to supervisor; record in the receiving log and on corresponding paperwork.
4. Shelving/Restocking: stock product on the sales floor; arrange clothing in size order; price/label product; create eye-catching displays as needed; maintain clean and orderly presentation of the sales floor.
5. Update and maintain records – run reports as needed.
6. Inventory: Generate PO's; Receive inventory on PO's; Perform Physical inventories as needed.
7. Cash Handling: Complete Daily Sales Report and turn into Business Office; Exchange safe monies weekly
8. Reporting: Perform daily sales reporting. (End of Month reporting if needed).
9. Training: Assist with training new employees
10. Open and/or Close the store independently.
11. Comply with safety procedures and maintain clean and orderly work areas.
12. Perform other tasks as necessary to support the mission of the College.
13. Handle confidential information with discretion.
14. Proficient in filing.

Qualifications

1. Must be a current registered Alverno student. Must meet Financial Aid Satisfactory Academic Progress requirements.
2. Prior retail experience is preferred.
3. Must be punctual and reliable.
4. Must demonstrate friendly customer service, including the ability to utilize both written and verbal communication with customers and coworkers.

5. Working knowledge of Microsoft Word and Excel
6. Must be detail-oriented, have strong problem-solving skills, and be able to work with frequent interruptions.
7. Ability to understand and follow both written and verbal instructions along with the ability to work independently.
8. Requires the ability to freely move throughout the facility, Must have the ability to frequently lift and/or move up to 30-40 pounds and occasionally lift and/or move up to 41-50 pounds. Must have the ability to talk and hear. Specific vision abilities required by this job include close vision and color vision.

Working Conditions

General office/retail environment

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Additional requirements for all on-campus (student worker) jobs: 1) Undergraduates must be at a minimum of six credits to work during the academic year, graduate students must be at a minimum of three credits. Student workers do not need to be registered for summer school to work during the summer, but must be appropriately registered for fall (6+ credits for undergrads, 3+ credits for grads) in order to work in the summer; 2) If you are at unsatisfactory academic progress for financial aid, you are ineligible to work on campus.