

Alverno College
Non-Exempt Student Position Description

Position Title: Boutique Assistant

Post Date: March 6, 2023

Department: Career Studio

Reports to: Associate Director of Career Development

Status: Student Employment

Salary: \$10.50 per hour

Primary Function: Use your flair for fashion and have fun! If you enjoy the social scene, join our team! We are looking for a creative with bold style and a smile. BE YOU: BE FABULOUS

Career Studio: All Things Future

Potential Responsibilities

1. Provide excellent customer service to visitors and staff of the Career Studio, including tracking use of the Boutique and other Career Studio resources via Handshake
2. Assist students with selection of items.
3. Organize Career Studio Boutique and assist with donations and new inventory as needed.
4. Welcoming and engaging with students as they visit the Career Studio.
5. Cleaning and restocking the Boutique throughout the day, before opening and after closing.
6. Stay abreast of fashion trends and workplace dress codes for the boutique role.
7. Creating content, including blogs, social media, and materials for the boutique.
8. Manage boutique inventory.
9. Assist with Career Studio Boutique programming such as Fashion Week, Boutique Pop-Ups shop around campus, etc.
10. May perform general office support duties within a department, which could include: answering the telephone, scheduling appointments, making copies, sorting and delivering mail, and filing.
11. Perform other duties as assigned.
12. Perform duties in accordance with policies and procedures.

Qualifications

1. Currently registered Alverno student who meets Financial Aid *Satisfactory Academic Progress* requirements.
2. Consistently use any of the Alverno eight abilities whenever applicable (communication, analysis, problem solving, valuing, social interaction, developing a global perspective, effective citizenship, and aesthetic engagement) to perform work.
3. Ability to multi-task.
4. Excellent communication and interpersonal skills.
5. Ability to work independently and as part of a team.
6. Willingness to dress appropriately for professional work setting.
7. Willingness to learn new software applications.
8. Ability to maintain confidentiality.
9. Ability to follow verbal and written instructions.
10. Reliability in honoring the work schedule.

Working Conditions

General office or dining services work environment.

Application Directions:

Please include a resume. All applicants must complete an online application at <https://www.alverno.edu/jobs/apply/login.php>.