



Position Title: **Student Services Associate-Campus Store**

Last Updated: May 2019

Reports To: Campus Store Manager  
Controller

Status: Non-Exempt- Hourly  
Permanent Part-time

Schedule: Academic Year: Actual hours will be assigned per the needs of the Department  
Class Saturdays and special event coverage as necessary;

Benefits: Earned time benefits, (pro-rated vacation, sick, personal)  
Retirement benefit eligible  
Tuition Remission Eligible - No

**Summary Description:**

The Student Services Associate is responsible for managing a variety of student service programs while performing daily routine assistance in the Campus Store.

**Essential Functions:**

- Responsible for the timely delivery and posting of all student mail and packages, to include coordination of package deliveries with the School's Physical Plant staff and outside delivery carriers
- Disburse student cash allowances, to include assisting students with current account balances and permissions
- Daily maintenance of the selling floor, to include filling in and straightening
- Manage weekly laundry service and issues for boarding students with current vendor
- Maintenance of the student mailbox area, day student locker area and bulletin boards
- Maintain a log of day student lockers and campus mailboxes
- Manage weekly laundry service and issues for boarding students with current vendor

**Additional Responsibilities:**

- Alert Campus Store Manager and maintain lists of low stock items in the campus store and on website
- Assist in the processing of new merchandise, to include pricing, labeling, displaying, and organizing, storing in stockroom, etc.
- Assist with special order items, including website fulfillment and phone orders
- Provide professional and courteous customer service and assistance
- Assist with annual inventory
- Assist with on-line text book purchases
- Assist with textbook buyback program
- Assist with advising and/or implementing the laundry App

**Other Responsibilities:**

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document

Qualifications:

- Minimum of three to five years retail and/or inventory experience
- Must be able to work intuitively and independently as well as part of a team
- Demonstrated computer experience with Microsoft Office Suite; proficient with Excel
- Strong organizational skills for multi-tasking and prioritizing responsibilities as situations arise in fast paced environment
- Excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School.
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Regular consistent attendance and punctuality is required as a condition of employment
- Other duties as needed/assigned by the Campus Store Manager or Controller

Physical Qualifications:

- Must be physically capable of sitting at a computer for extended periods of time and repetitive movement of wrists, hands, and fingers
- Must be physically capable of standing, stooping, bending and reaching for substantial periods of time
- Must be physically capable of lifting and handling boxes, containers, and other items that may be up to 30-40 lbs. of weight
- Use of hands and fingers to manipulate office equipment, handle cash, feel and reach with hands and arms
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Regularly required to listen, physically direct, and speak

Working Environment:

- The employee may be regularly exposed to noisy environments
- The employee may be working in close quarters
- The environment may be stressful and hectic at times with frequent interruptions

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.