**Campus Store/Mailroom – Type**

**Responsibilities and Primary Activities:**

* Assist customers with retail needs (register)
* Assist students with textbook needs (refunds, purchases/rentals, slingshot troubleshooting, and answer questions/concerns)
* Keep retail stocked, neat, and clean  (wipe counters, clean dishes as needed, take out trash, sweep, mop, etc)
* Maintain cleanliness of retail side
* Receive, sort, and deliver mail/packages
* Shelve textbooks
* Process textbook orders and refunds
* Process online Campus store orders
* Count down register at closing
* Inventory count

**Minimum Qualifications:**

* Customer service skills
* Flexible and adaptable to changing environments.
* Excellent communication and interpersonal skills