



Work Study Job Description Bookstore

Location: Bookstore

Name and Classification of Position: Bookstore Assistant

Supervisor: Bonnie Bernhardson

Rate of Pay and Expected Hours of Work: See website for current wage, 10-29 hours per week*

Employment Dates: July 1 through June 30 of each school year

Eligibility: Must be Federal or State Work Study Eligible. Must be enrolled in 6 credits or more. Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.

Purpose and Role of Job within the College: Assist with multiple tasks in the Bookstore.

Duties and Responsibilities:

- Cashier, pricing items
- Stocking shelves
- Assisting customers.

Qualifications and Required Skills:

- Good customer service (friendly, helpful)
- Attention to detail (correct pricing, correct change)

Learning Objectives:

- Working with diverse population
- Customer service
- Point of sale system

After checking with the financial aid office for eligibility, interested students should email Bonnie Bernhardson at bonnie@fdltcc.edu with:

- Availability
- Your contact information
- Previous work experience

* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) for more information.

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