

JOB DESCRIPTION

Phoenix Store Assistant

Position Information

Description: Phoenix Store Assistant – Responsible for assisting Phoenix Store staff with the day-to-day operations.

Supervisor: Phoenix Store Manager

Pay Rate: \$12.25 hour

Time Commitment: Phoenix store is open for the academic semester the below hours; summer hours change with hours building is open and special events. Students will be scheduled in shifts from 1-4 hours, pending class schedule. Student hours will vary between 12-20 hours per week, dependent on store traffic during student rush, GB Orientations, Commencement, Campus Visit Days, etc.

- Monday - Friday 8:15am - 5:15 pm (Store Hours – 8:30am – 5pm)
- Saturday 9:45am - 2:15pm (Store Hours 10am – 2pm)
- Extended Hours for Special Event Saturdays 8:15am – 5pm (Store Hours 8:30am – 5 pm)

Responsibilities

- Responsible for guiding students through ordering books on the online bookstore kiosks.
- Checking in book orders, helping students with book pickups and collecting for book buyback.
- Working the register, answering phone calls and ability to use the store website to help customers with online orders.
- Unpack, stock, label, merchandise products sold according to store guidelines.
- Assist with pull, pack, ship for online orders.
- Expected to be able to lift boxes up to 50lbs.

Qualifications

We are looking for applicants with strong interpersonal skills, attention to detail, a record of reliability, willingness to take direction and learn, well developed communication skills, and an ability to work independently and as part of a team.

Previous work experience is not required, but applicants with records of work/volunteerism in customer service or retail would be helpful.

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