

**Job Announcement**

**Position: FWS Retail – Bookstore**

**Department: Bookstore**

**Campus: Carroll Campus**

**Supervisor: Shelly Thomas**

**Job Code: 60130**

**Nature of Duties**

The Federal Work Study assists with the day to day operations of the bookstore. Assists with general clerical duties as well as but not limited to assisting students and customers with locating textbooks and merchandise.

**Job duties include, but are not limited to:**

* Assists with the day-to-day operations of the bookstore
* Operates cash register
* Assists in clerical duties including, but not limited to: copying, faxing, sorting, filing/alphabetizing documents, answering phones
* Receive inventory, stocking textbooks and general merchandise
* Assists students and customers with locating textbooks and other merchandise
* Maintains cleanliness and appearance of the bookstore
* Assists with sales and promotional activities
* Supports bookstore staff
* Other duties as assigned by bookstore staff

**Competencies**

* Ability to break larger tasks into manageable smaller tasks;
* Skilled in the operation of computers and job related software programs;
* Organizational skills;
* Oral and written communication skills;

**Minimum Qualifications (candidates must meet all minimum qualifications to be considered)**

* Be enrolled as a student at West Georgia Technical College
* Completed a FAFSA and be identified as being eligible for federal aid
* High school diploma or GED

**Preferred Qualifications**

* Experience operating a cash register
* Customer service experience

**RATE OF PAY**

* **$10.00 per hour/No benefits**

**Method of Application**

Interested candidates must complete the electronic application process prior to the closing date at the [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx). Student Worker will be contacted by Supervisor for interviews.

***Employment Policy***

*The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.*

***Notes***

1. *Unofficial Transcripts, resume, and proof of applicable certifications\licensure are required for consideration. Official transcripts and prior employment verification required within 30 days of hire for continuous employment.*
2. *Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.*
3. *West Georgia Technical College is not currently sponsoring work visas at this time.*
4. *This position is not eligible for relocation assistance.*