



HIGHLINE BOOKSTORE

# WE'RE HIRING!

## RETAIL CLERK 1

- **Wage:** \$16.66/hour
- **Position Type:** Part-Time, Student Employment
- **Location:** On-Campus, Building 8
- **Schedule:** Flexible -Up to 19 hours/week, and 40 hours/week (per supervisor approval during school break periods)

### Job Duties

- Customer service provides a welcoming environment for our students, staff, and community.
- Provide knowledgeable answers in person, online, and over the phone.
- Cashiering which includes accurately collecting cash payments, credit cards, student voucher accounts as well as issuing refunds based upon the bookstore policies.
- Maintain sales floor stocking merchandise, receiving merchandise.
- Fulfillment of online orders/updating our website.

### Qualifications

- Must be taking at least 6 credit hours
- Must maintain a 2.5 GPA
- Customer service experience
- Comfortable with Microsoft Office and Google products.
- May be required to lift up to 25 lbs.

### HOW TO APPLY:

Contact: Jonathan (Jon) Louie, Manager Assistant at [jlouie@highline.edu](mailto:jlouie@highline.edu) or (206) 529-3917

*To be eligible for this position, students must be eligible for WorkFirst Work-Study (TANF) or Financial Aid Work-Study*