Department: Mines Bookstore

Department Head: Marlin Kinzer

Department Location Building name and Room No: Surbeck Center

Department Telephone No: 605-394-2374

Number of Positions to be filled: 3

Average number of hours per week each student would be expected to work: 10-15

Specific qualifications or experience (i.e. Computer Science majors):
Retail experience helpful, Good Interpersonal Skills, Computer Skills, Oral and Written Communication skills, Dependability, able to work Saturdays.

Specific duties:
Cashiering, stocking merchandise, cleaning, vacuuming, telephone, correspondence, taking inventory, generation signs in the store, formulating store displays, receiving, labeling merchandise, general store maintenance, other duties as assigned. No evening hours, work every other Saturday 10:30 - 1:00 with the exception of Holiday weekends or when school is not in session. Employee discount on supply and apparel items.