



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE  
Moorhead**

**School Year Work Study Position**

**August through May**

**Wages: Bi-weekly**

1. On-Campus Department: Campus Crossing (Book, Supply, Clothing & Convenience Store)
2. Supervisor: Barbara Moquist/Brandon Erickson
3. Phone Number: 218-299-6570
4. Location: C120 (Bookstore)
5. Number of Hours per Week: Up to 10 hours per week based on funds available and student eligibility.

**6. Job Description and Qualifications:**

Duties include:

- Operating a cash register, credit card machine, and computer
- Unpacking, checking in, pricing and displaying merchandise
- Assisting customers on how to find textbooks and merchandise
- Packing merchandise for outgoing shipments
- Check in, label and sort incoming packages
- Make coffee, check food items, rotate stock
- Straighten, sort, clean and stock
- Able to lift and handle heavy packages (up to 50+ lbs)
- Other duties as assigned

Personal Qualifications:

- Retail and food service experience preferred
- Student should have skills or ability to learn the tasks required
- Pleasant, positive, outgoing, able to work well with others, responsible and honest, attention to detail, good work ethic, ability to be flexible, and able to take direction.

7. Student Out Comes: The student will be trusted to learn how to handle different types of payments. They will learn Customer Service Skills by interacting with staff, students, vendors,



via telephone and in person. They will learn the basic operations of a campus bookstore and convenience store combined.

Shifts available: Must be willing to work various hours as assigned by Campus Crossing Personnel