

**FEDERAL WORK STUDY JOB DESCRIPTION  
COX COLLEGE  
1423 N JEFFERSON  
SPRINGFIELD MO 65802**

**JOB TITLE:** Store Assistant

**DEPARTMENT:** the store @Cox College

**REPORTS TO:** Store Manager

**RATE OF PAY:** \$9.50/hour

**LENGTH OF EMPLOYMENT**

The student will be allowed to work in the Federal Work Study program until their funds have been exhausted for the current fiscal year or until they resign or have been terminated for disciplinary reasons.

**JOB SUMMARY/PURPOSE**

Under general supervision, the student will provide excellent customer service and assist with other duties assigned by the store manager.

**PRIMARY RESPONSIBILITY**

The primary responsibility of the store assistant is to provide excellent customer service.

- Cashier duties including receiving and recording monies using the cash register and electronic credit card machine.
- General clerical duties (answer phone, transfer calls, order supplies, filing and data entry).
- Provide information and assistance to visitors, students and faculty.
- Perform other duties as requested by the manager.
- Assist with other departments when requested.

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain open and honest communication in order to facilitate an effective, efficient work process.
- Ability to use an electronic credit card machine to attain credit card authorization.
- Ability to use a cash register to count and record money.
- Ability to alphabetize in order to sort and distribute information.
- Ability to use numerical skills for calculating payment due, amount, and discounts.
- Ability to be detailed-oriented (good coding and checking skills) is essential for accurate calculations, register entries, and computer data entries.
- Ability to use good grammar when communicating verbally for effective presentation of information.
- Ability to effectively communicate with customers.
- Ability to enjoy assisting large groups of people on a consistent basis, in a positive and helpful manner.
- Ability to lift and organize and retrieve stock items.
- Ability to organize displays.
- Ability to aid students with uniform selection.
- Ability to maintain a clean, efficient work environment.
- Ability to frequently lift and/or move up to 25 pounds.
- Ability to be dependable, punctual, prepared, and organized.

See §675.18 Federal Work Study Regulations  
Rev. 06/15/2009