

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISIED 5/24
SUBJECT <i>Student Associate / Shipping and Receiving</i>	RANK x206	GROUP IV

DEFINITION:

Under the direct supervision of the Assistant Bookstore Manager. The Bookstore General Manager may assign additional responsibilities. The Student Retail Associate usually performs tasks related to supporting the sales departments. This support will include but is not limited to, shipping and receiving store merchandise, merchandise and display preparation, and other tasks essential for the successful daily operation of the Campus Store.

- (a) Receives shipments of merchandise from various carriers.
- (b) Checks received cartons against freight documents, ensuring accurate count.
- (c) Unpacks and verifies stock against shipping details, matching purchase orders.
- (d) Labels merchandise with prices.
- (e) Stores items conveniently for easy access.
- (f) Documents substandard or incorrect merchandise.
- (g) Performs light cleaning duties as needed for safety.
- (h) Assists staff in setting up equipment for store operations and promotional activities.
- (i) Operates cash register and processes payments.
- (j) Answers incoming calls, directing them appropriately.
- (k) Carries out additional tasks as needed.

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BASIC QUALIFICATIONS:

A minimum of one (1) year's experience in a retail environment and one (1) year in a UIC Campus Store is required. Candidates must demonstrate the ability to exercise discretion and independent judgment. Candidates must be able to lift at least fifty pounds and perform tasks requiring lifting.

LEARNING OUTCOMES*:

- Professionally advocate for oneself and others.
- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Promptly inform relevant others when needing guidance with assigned tasks.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Multi-task well in a fast-paced environment.
- Demonstrate flexibility by adapting to diverse environments.
- Be present and prepared.
- Demonstrate dependability.
- Prioritize and complete tasks to accomplish organizational goals
- Consistently meet or exceed goals and expectations.
- Have attention to detail, resulting in few, if any, errors in their work.
- Show a high level of dedication toward doing a good job.
- Collaborate with others to achieve common goals.

*Learning outcome descriptions from the [National Association of Colleges and Employers \(NACE\)](#).