

MANUAL Student Employment Career Services	SECTION Student Job Description	PAGE 1 / 2 REVISED 5/21
SUBJECT Student Associate / Shipping and Receiving	RANK x206	GROUP IV

DEFINITION:

Under the direct supervision of the Assistant Bookstore Manager. Additional responsibilities may be assigned by the Bookstore General Manager. The Student Retail Associate usually performs tasks related to providing support to 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 a variety of carriers.
- (b) Checks number of cartons received against freight documentation and verifies proper count, indicating overages and shortages.
- (c) Unpacks and checks stock against shipping authorization for agreement as to quantities, descriptions, sizes, conditions and conformance to purchase order.
- (d) Posts prices on merchandise.
- (e) Stores merchandise in bins, on floor, on shelves or on sales floor depending on the nature of the merchandise in a location convenient for removal when needed.
- (f) Prepares documentation when the quality or quantity or merchandise received is substandard or incorrect.
- (g) Upon direction, performs light custodial duties to ensure customer or employee safety. When necessary, empties waste receptacles throughout the stock and store areas.
- (h) Assists staff in setting up equipment necessary for store operations and promotional activities.
- (i) As directed, runs a cash register and accepts payment for Bookstore merchandise.
- (j) Provides prompt response to incoming telephone calls, properly channeling calls to the appropriate department.
- (k) Other duties as assigned.

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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 be able to demonstrate the ability to exercise discretion and independent judgment. Candidates must be able to lift at least fifty pounds and be able to perform tasks requiring lifting.