

MVNU Student Employment Job Description

JOB TITLE: Marketing / Customer Service Associate

DEPARTMENT: Cougar Corner Bookstore

REPORTS TO: Gina Blanchard

Job openings to begin immediately, apply now

Cougar Corner (Mount Vernon Nazarene University campus store) is the provider of course materials, office/school supplies, sportswear, etc. for the MVNU campus community. We seek to create a welcoming environment with outstanding customer service. As a team member, you will enjoy a team focused, casual work environment where all employees are valued. Work hours are built around your class schedule.

Student employee will be key person to implement marketing for Cougar Corner using social media and other relevant sources. You will be trained as a cashier/customer service representative, and will assist with merchandising. You must be able to work independently under the direction of multiple individuals. Occasional Saturday work is required. Flexibility is key.

REQUIREMENTS:

- **Be highly confident and comfortable with computers.**
- **Market the store through word of mouth and social media such as Facebook and Twitter**
- **Own a smart phone and be willing to use it for photography and social media**
- **Possess basic photography skills**

DUTIES (include but not limited to):

- **Student employees will be trained as a cashier/customer service representative**
- **will assist with merchandising and marketing the store**
- **You must be able to work independently under the direction of multiple individuals**
- **Occasional Saturday work is required**
- **Flexibility is key**
- **Other duties as assigned**

Creative individuals find this job particularly rewarding. If you enjoy completing job assignments while working in a team environment, this is the place for you. Hard working individuals who enjoy service to others are encouraged to apply.

Please apply through MVNU Human Resources. Applications are being accepted September 11-19. Interviews will be held beginning September 18, 2017. We pray that the Lord will guide and direct this process for our store and for you.

NORMAL WORKING HOURS and DAYS: Hours for this position will vary, **8 hours per week**