



## Urban College of Boston Federal Work-Study Job Description

<b>Job Title (not abbreviated):</b>	School Store Assistant Coordinator
<b>Department:</b>	Academic Affairs
<b>Reports To:</b>	Nancy Daniel, VP of Academic Affairs
<b>Supervision:</b>	Nancy Daniel, VP of Academic Affairs
<b>Hours:</b>	4 hours/week (34 weeks)
<b>Date Created/Revised:</b>	8/29/18
<b>Incumbent:</b>	N/A – new position

### **General Description:**

UCB operates a school store daily (Monday-Friday) during the fall and spring semesters, and four days a week (Monday-Thursday) during the summer semester. The Coordinator will operate the Store three days per week during the fall and spring and 2 days per week during the summer; the Assistant Coordinator will operate the Store the other days.

### **Specific Duties and Responsibilities:**

- Sell items from the school store
- Stock items
- Record cash receipts
- Balance sales and inventory daily
- Assist School Store Coordinator with reordering as needed
- Maintain the school store in a safe and orderly manner

### **Requirements:**

- Prior sales experience preferred.
- Must have strong personal communication and organizational skills.
- Experience and comfort with managing money.

### **Education / Training:**

- Minimum of High School Diploma or equivalent credential.
- Must be enrolled in at least two UCB courses and maintain a C average or above.