Student Activities Facilities

Student Shop ND Assistant
U99585 AC Code: 11126 Pay Rate: $7.75

Job Description

Student Activities hires responsible and highly-motivated students to work in the various areas of its department. Because students act as representatives of the office and the University to other members of the Notre Dame family and campus visitors, it is required that all staff members be customer-service oriented and team players. In particular, we seek students who best exemplify our core values of service, relationships, and continual improvement.

Responsibilities:

- Assisting with processing, packaging, and shipping orders from Student Shop ND
- Manage inventory of physical items, and maintain organization process of all merchandise.
- Responsible for time-sensitive tasks that require the ability to prioritize accordingly
- Update computer databases on a routine basis
- Provide excellent customer service in a timely manner through phone and email
- Conduct assessment on services and areas of improvement
- Communicate effectively with supervisors in a timely manner
- Attend meetings as needed
- Other tasks as assigned

Expectations and Skills:

- Must be self-motivated and be able to work independently on daily tasks and long term projects.
- Must become familiar with the E-Commerce Site Student Shop ND
- Take initiative to implement projects independently
- Familiarity with creating and working with Databases on PC

Hours:

Operates Monday – Friday with the option of working Saturday and Sunday upon request and if needed. Flexible hours available within the working time of 9:00am – 6:00pm, but arrangements can be made based on availability of person. Will be required to work 1 Night Manager Weekend shift per a semester. 1 Position available.