

Part-Time Tommie Shop Staff Associate
The University of St. Thomas

Direct Link: <https://www.AcademicKeys.com/r?job=132583>

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Posted Oct. 30, 2019, set to expire Feb. 29, 2020

Job Title	Part-Time Tommie Shop Staff Associate
Department	
Institution	The University of St. Thomas St. Paul, Minnesota
Date Posted	Oct. 30, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://staffemployment-stthomas.icims.com/jobs/4460/part-time-tommie-shop-staff-associate/job?in_iframe=1

Apply By Email

Job Description

Part-Time Tommie Shop Staff Associate

OVERVIEW

The University of St. Thomas invites qualified candidates to apply for a Part-Time Tommie Shop Staff Associate position within the Campus Stores.

This position will work up to 20-25 hours per week, depending on business needs. Scheduled shifts may fall on Monday and/or Saturday between 9:00 AM and 6:00 PM. Work schedule flexibility is essential, as the schedule can vary depending on what events are taking place (Homecoming, Football Games, etc).

The University of St. Thomas embraces diversity, inclusion, and equal opportunity for all. Our

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convictions of dignity, diversity and personal attention call us to embody and champion a diverse, equitable and inclusive environment. We welcome applicants of diverse races, ethnicities, geographic origins, gender identities, ages, socioeconomic backgrounds, sexual orientations, religions, work experience, physical and intellectual abilities, and financial means. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. This commitment is consistent with our mission to inspire our students, using the Catholic intellectual tradition, to think critically, work skillfully, and act wisely – all for the common good. A successful candidate will possess a commitment to the ideals of this mission.

JOIN OUR COMMUNITY

As a part-time employee, the University of St. Thomas offers a limited pro-rated benefits program, which includes:

Tuition Remissions for employees, spouses, and dependents upon eligibility (50% or more based on full-time equivalency)

Paid Holidays and Paid Leave Time (PLT)

Employee contributions to a 403b retirement account

JOB SUMMARY

This position will be assigned to work in the Tommie Shop in the ASC the majority of the time, and will be responsible for assisting in the day-to-day operation of the Tommie Retail Shop. This position will take direction from the Tommie Shop Manager on a daily basis. This person must have previous retail experience with some supervisory and display experience. This position will be part-time with the possibility of full time. Work schedule flexibility is essential, as your schedule may be unpredictable and can vary depending on what events are taking place. This position requires decision-making and great customer service skills.

ESSENTIAL FUNCTIONS

1. Assist in opening and closing the store on a regular basis. Count down the cash drawers and print reports as needed.
2. Assist in the stocking and merchandising of the Tommie Shop and any of the other Campus Stores, to include creating appealing visual displays and merchandising. Provide exceptional customer service

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to UST customers.

3. Supervise shifts and assign projects and breaks to others in the Tommie Shop. Provide direction and feedback to student employees. Ensure assigned tasks are completed to the satisfaction of the store.
4. Assist the clothing buyers in keeping an accurate inventory. Enter items such as markdowns, stock transfers, and new items in the Inventory Management System.
5. Other duties assign by the Tommie shop manager or Campus Store Director.

QUALIFICATIONS

Minimum Qualifications

High school education or the equivalent

One year of professional retail sales experience

As this position will assist in the merchandising of the store, this person must be creative and able to create attractive displays on a daily basis

As the Tommie Store will be the premiere retail location on campus, this person must have excellent customer service skills and be able to project a very positive and professional image to the UST community

HOW TO APPLY

On the University of St. Thomas Jobs page, follow the instructions to complete an online application which includes uploading a resume and copy/pasting a job specific cover letter.

In light of its commitment to create and maintain a safe learning and working environment, employment with the University of St. Thomas requires consent and successful completion of a background screening.

The University of St. Thomas, Minnesota Human Resources Department advertises the official job listing on its website at www.stthomas.edu/jobs.

The University of St. Thomas is an Equal Opportunity Employer



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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