

School Store Retail Assistant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=233395>

Downloaded On: Dec. 21, 2024 7:56am

Posted Mar. 25, 2024, set to expire Dec. 31, 2024

Job Title	School Store Retail Assistant
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Mar. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20305?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

What You'll Do

This a limited term position with an end date of May, 31st, 2024.

- This role supports the School of Museum of Fine Arts (SMFA) store manager in running the daily operations of the store.
- Complete opening/closing responsibilities.
- Support customers through processing sales, answering questions, showing products both in person and online.
- Assist with student staff management, hiring, training, scheduling.
- Point of Sale management, functionality and troubleshooting, reconciliation of reports, receipts, and IDR's.
- Assisting with store inventory including: receiving orders, stocking, merchandising, inventory counts, pricing updates.
- Assisting with marketing with signage creation/placement, maintain samples, photos, updating Instagram, updating merchandising, helping with sale items.

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What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired through completion of a High school education and minimum of 3 years' experience

Preferred Qualifications:

- Art degree

Special Work Schedule Requirements:

- This is an on-site working environment

Pay Range

Minimum \$19.80, Midpoint \$23.55, Maximum \$27.30

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

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

Contact