

## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Textbook Rental Service  
**POSITION:** DUTXBK & DGTXBK  
**SUPERVISOR(S):** Christina M. Coffey & Susan Allen  
**PURPOSE / ROLE:** Student worker  
**QUALIFICATIONS:** [Click or tap here to enter text.](#)  
**CONTRACT DATE:** FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR  
**RATE OF PAY:** STATE MINIMUM WAGE  
**SCHEDULE:** VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

### DUTIES AND RESPONSIBILITIES:

Student employees help with the distribution and return of textbooks, re-shelving and restocking textbooks, reorganizing the shelves, and the packaging/processing of textbooks to be mailed to students taking all online and/or off-campus courses. Another duty is labeling and processing the new textbooks to be issued for the upcoming semester. Student employees assist in all discarded textbook sales. Student employees are also expected to answer the telephone and assist customers which include students, faculty, and staff. Clerical duties as needed, such as going through reports, alphabetizing, etc.

18/2/2023