Westmont College Bookstore

2 temporary openings to assist with Fall textbook buyback and Spring textbook sales

1. December 10 – January 23, 8:30am - 5:00pm
   (no work on: 12/24, 12/25, 12/26 or 1/1)

2. December 15 – January 17, 8:30am - 5:00pm
   (no work on: 12/24, 12/25, 12/26 or 1/1)

Responsibilities include:

- Receiving books accurately, noting discrepancies and damages
- Shelving, reorganizing, placing shelf tags, rental tags, looking for price discrepancies, putting price stickers on books accurately
- Calling publishers for replacement books as needed
- Assist with textbook reservation process
- Assist customers
- Assist textbook register as needed
- Assist in filling special orders accurately

Please email Joanne Gish at jgish@westmont.edu if interested.