



Inventory Clerk

Bookstore

Summer Inventory - 2024

Duties/Responsibilities:

- Assist the regular staff with physical counting and recording of Bookstore inventory.
- Requires careful attention to detail.
- Lifting boxes, bending & stooping involved. Dusty areas.
- Long periods of time counting small items.
- Work on laptops with scanners. Some manual counting with paper & pen.

Qualifications:

- Must be a continuing Oxy Student.
- Must be available all inventory days.
- Customer service experience.
- Requires careful attention to detail.

Start date: 6/20/24

End date: 6/24/24

Work Schedule:

June 20, 21, 24 9a-4p w/ ½ hour clocked out lunch break

Hours Per Week: 32 ½ total hours

Starting pay rate: \$16.78 per hour

To apply complete the student application and email bookstore@oxy.edu