

Position Title: Cardinal Store Associate (Student Position)

Department: William Jewell College Spirit Store

Location: Yates-Gill Student Union, William Jewell College

Position Type: Part-Time

Hours: 10–15 hours per week (flexible scheduling)

Compensation: Paid, starting at \$14/hour

Reports To: Cardinal Store Manager

Position Summary:

The Cardinal Store Associate supports daily retail operations of the William Jewell College Cardinal Store, which offers branded merchandise and apparel to students, faculty, alumni, and visitors. This role provides hands-on experience in retail operations, merchandising, customer service, and campus engagement. Ideal for students interested in marketing, retail management, business, or communications. Flexible hours available, including evenings and weekends.

Key Responsibilities:

- Provide friendly, helpful customer service to all store visitors.
- Operate the cash register and point-of-sale system accurately.
- Assist with inventory management, including receiving, restocking, and organizing merchandise.
- Maintain an attractive and clean store layout.
- Assist in organizing and executing special sales and pop-up events.
- Perform other duties as assigned by the Spirit Store Manager.

Qualifications:

- Must be a current William Jewell College student in good academic standing.
- Strong interpersonal and communication skills.
- Customer service or retail experience is a plus but not required.
- Dependable, punctual, and self-motivated.
- Ability to work collaboratively as part of a team.
- Flexible availability, including occasional evenings or weekends for events.

Learning Outcomes:

- Gain experience in retail and customer service in a campus environment.
- Learn inventory and merchandising best practices.
- Strengthen communication, problem-solving, and organizational skills.
- Build a greater understanding of campus branding and student engagement.