



## Job Description

**Position:** General Merchandise/Web Assistant (Student Position)  
**Department:** Apparel  
**Location:** Corvallis Store  
**Category/Status:** S (STUDENT)  
**Schedule:** Monday--Friday, weekends (Saturday and/or Sunday) as needed

### Responsibilities:

1. Accurately and securely process orders received via phone, and web
2. Partner with Website Specialist to maintain quality control of web images, use of Photoshop will be required
3. Provide Best-in-Class customer service via phone and in-person
4. Maintain professional work environment
5. Be a self-starter and able to work effectively with minimal direct supervision
6. Identify products that need to be photographed and/or re-activated online
7. Assist in the Apparel Dept when web duties are complete

### Required Knowledge, Skills and Abilities

1. Demonstrated ability to effectively multi-task, while maintaining strong attention to detail
2. Demonstrated ability to effectively use Adobe Photoshop
3. Demonstrated ability to maintain performance under pressure, take direction and handle difficult situations with customers in a positive manner
4. Availability to work extended hours to support football weekends, store inventory, special sales, store events, holidays and/or vacation coverage
5. Excellent verbal and written communication skills as well as excellent interpersonal skills

### Minimum Qualifications

1. Current College/University Student
2. Experience in Adobe Photoshop
3. Experience in a Microsoft Windows environment

### Preferred Qualifications

1. Experience in processing web, telephone, and/or mail orders
2. Experience in a retail environment
3. Experience using POS and inventory systems
4. **Available for morning shifts**

**Physical Demands:** Use a computer keyboard, read a computer screen; bend, crouch, lift and carry up to 50 pounds; fold and package merchandise; move wheeled carts.

**Efforts have been made to develop a complete job description, however; please be aware that the duties and requirements listed herein are not the only duties which you may be required to perform. The omissions of specific statements of duties does not exclude them from being assigned to you if the work is similar, related, a logical assignment to the position, or is necessary in an emergency situation.**

**By signing below, you acknowledge that you have read and understand the expectations of your position.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date