

Adams State College  
Office of Student Affairs, Bookstore and Grizzly Den

Work Study Job Description

**Work Study Job Title:** Cashier/Clerk  
**Job Description:** Performs the following duties: operate POS cash register as well as Casio cash register; operate telephone; take orders via e-mail, telephone and faxes; filing skills; excellent people skills; able to work with peers; good communication skills; ordering skills; receiving, shelving and pricing products; punctual; computer skills; cleaning experience; and willing to learn in a retail environment.

**School/Department:** Bookstore and Grizzly Den  
**Contact Person:** Darrell Meis  
**Address:** Bookstore and Grizzly Den, Student Union Building  
**Phone:** 587-7912