## 

**MERCANTILE STORE CLERK**

**Student Employment**

**Title: Mercantile Store Clerk**

**Student Supervisor: Assigned Manager of the Mercantile**

**Hiring Manager Contact: Robyn Goslen - robyn.goslen@salem.edu**

**Position Status: *Part-Time / Academic Calendar (Operates on Semester Schedule)***

**Classification: Non-Exempt**

**Reviewed/Revised: *June 2024***

**$9.00 per hour for up to 15 hours per week for a maximum of 10 weeks per semester**

**About Salem Academy and College**

Salem Academy and College is the oldest continuously operating educational institution for girls and women in the country. Since 1772, the institution has engaged in transformational change to innovate women’s education. Founded with the mission of making education accessible to all, Salem has a rich 252-year-old history and a long-standing track record of educating students who are prepared to make a bold impact locally, nationally and globally through liberal arts education. Our graduates are committed to making the world a better, healthier and more equitable place. Salem College is the nation’s only liberal arts college exclusively dedicated to developing the next generation of health leaders.

**Position Summary (Describe the Position in Paragraph Form)**

The Mercantile Store Clerk is responsible for assisting customers with items in the Mercantile, answering customer questions, assisting customers with purchase decisions, and completing sales transactions. They also help with checking in merchandise and restocking items in the store. The Mercantile Store Clerk reports to the Assigned Manager of the Mercantile and works a schedule of 10 to 15 hours per week.

**Essential Duties and Responsibilities**

* Welcoming and engaging with customers as they enter the Mercantile
* Assessing customers’ needs and suggesting solutions to their problems
* Working with cash registers and processing payments
* Giving customers advice about sales, promotions, and recommending best products
* Using upselling techniques to increase store sales
* Assisting in maintaining and setting up merchandise displays on the sales floor
* Assisting with promotions, sale events, and social media posts
* Cleaning and restocking the store throughout the day, before opening and after closing
* Other duties as needed

**Required Qualifications**

* Strong customer service skills including effective communication
* Ability to prioritize and organize workload
* Ability to work independently

**Physical Functions**

While performing the responsibilities of the **Mercantile Store Clerk**, the employee is required to sit for varying lengths of time; bend, reach, lift, push, and pull up to 25 pounds; occasionally stand, walk, and kneel and regularly ascend/descend stairs; use hands and fingers to handle or feel and manipulate keys on a keyboard; perform extended periods of work at a computer workstation, view a computer monitor; perceive sounds at normal speaking levels with or without correction, and receive detailed information through oral communication; express and exchange ideas by means of spoken word; and work in an office setting.

*Salem College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, age, religion, disability status, sex, sexual orientation, gender identity, veteran status, pregnancy, or any other characteristic protected by law.*

*Print Name Employee Signature Date*