

Retail Associate (Temporary) - Pool Posting

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****Retail Associate (Temporary) - Pool Posting**** Kennesaw, GA ****Type:**** Full-Time

****Posted:**** 07/06/2021 ****Retail Associate (Temporay) - Pool Posting**** ****Job ID:**** 229517

****Location:**** Kennesaw, Georgia ****Full/Part Time:**** ****Regular/Temporary:**** Temporary A

leader in innovative teaching and learning, Kennesaw State University is one of the 50 largest public institutions in the country. KSU offers more than 150 undergraduate, graduate and doctoral degrees to its more than 35,000 students. With 13 colleges on two metro Atlanta campuses, Kennesaw State is a member of the University System of Georgia and the third-largest university in the state. The university's vibrant campus culture, diverse population, strong global ties, entrepreneurial spirit, and Division I athletics draw students from throughout the region and from 92 countries across the globe. Ranked a top choice for students by U.S. News, Kennesaw State is a Carnegie-designated doctoral research institution (R2), placing it among an elite group of only 6 percent of U.S. colleges and universities with an R1 or R2 status. ****Location**** Our Kennesaw campus is located at 1000 Chastain Road NW, Kennesaw, GA 30144. Our Marietta campus is located at 1100 South Marietta Parkway, Marietta, GA 30060. ****Job Summary**** Assists lead Retail Associate with operations and customer service matters during peak and/or seasonal times.

****Responsibilities**** - Performs cash register functions - Assists with stocking and restocking sales floor and maintaining store displays - Assists with online order fulfillment processes and loss prevention - Provides customer assistance on sales floor and phone - Assists with item returns, shelving books, placing shelf tags, placing orders with vendors and assisting customers - Maintains overall cleanliness and appearance of sales floor and backroom areas - Provides

assistance at special sales and/or athletic events as needed - Assists with physical inventory

****Required Qualifications**** ****Educational Requirements**** High School diploma or equivalent

****Required Experience**** None (On-the-job training provided) ****Preferred Qualifications****

****Preferred Experience**** Previous experience in retail, cashiering, customer service or order fulfillment

****Knowledge, Skills, & Abilities**** ****ABILITIES**** Able to handle multiple tasks or projects at one time meeting assigned deadlines

****KNOWLEDGE**** Cashiering and money handling

****SKILLS**** Excellent interpersonal, initiative, teamwork, problem solving, independent judgment, organization, communication (verbal and written), time management, project management and presentation skills Proficient with computer applications and programs associated with the position (i.e. Microsoft Office suite) Strong attention to detail and follow up skills Strong customer service skills and phone and e-mail etiquette

****Equal Employment Opportunity**** Kennesaw State University is an Equal Employment Opportunity/Affirmative Action Employer. It is the policy of Kennesaw State University to recruit, hire, train, promote and educate persons without regard to age, color, disability, ethnicity, gender, national origin race religion, sexual orientation, or status as a protected Veteran. Kennesaw State University is a participant in the Employment Eligibility Verification Program (E-Verify) effective October 15, 2007. Participant ID: 61415

****Other Information**** Revenue Generated: Funding for this position is based upon revenue generated funds and therefore continued employment is based on availability of these funds. This is not a supervisory position. This position has financial responsibilities. No, this position will not be required to drive. This role is considered a position of trust. This position requires a purchasing card (P-Card). This position may travel 1% - 24% of the time This position does not require security clearance.

****Background Check**** * Credit Report * Standard Enhanced Per the University System of Georgia background check policy, all final candidates will be required to consent to a criminal background investigation. Final candidates may be asked to disclose criminal record history during the initial screening process and prior to a conditional offer of employment. Applicants for positions of trust with screening results which confirm a disqualifying criminal history will be immediately disqualified from employment eligibility. All applicants are required to include professional references as part of their application process. Some positions may require additional job-based screenings such as motor vehicle report, credit check, pre-employment drug screening and/or verification of academic credentials.

****To apply, visit**** jeid-8ad33baff05f504b8216ee5949bda3b1 Retail Associate (Temporary) - Pool Posting

Kennesaw State University Kennesaw, GA To apply, please send all application materials to:
Kennesaw State University GA *Please be sure to read the job posting carefully and submit
all required information.*

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