

## **STUDENT LABOR POSITION DESCRIPTION**

### **PeaceCraft**

Most Recently Updated 00/00/99

Position Title: Student Worker  
Must work 12 hrs/wk.

**I. Grade Level: 3**

**II. Description:**

**A.** The following are the essential duties for a Student Worker in PeaceCraft:

1. Customer service (i.e. retail sales)
2. Shipping & receiving (checking in and pricing merchandise)
3. Daily cash drawer reconciliation
4. Inventory control (maintaining daily inventory record)
5. Stocking & cleaning store merchandise displays
6. Performs other job-related duties as assigned.

**B.** The following are *possible additional* duties for this position:

1. Training new volunteers
2. Placing phone orders to vendors
3. Public relations (marketing, advertising & public speaking)
4. Helping with financial planning (i.e. budgets)
5. Organizing on-campus events to promote mission
6. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A.** Learn how to run an ethical small retail business
- B.** Learn about the fair trade network and how it functions as an alternative to market exploitation in developing worlds
- C.** Learn about a variety of world cultures
- D.** Learn about the aesthetics of appealing and effective merchandise displays
- E.** Learn how to effectively advertise and market a small retail business
- F.** Learn the importance of being dependable and punctual in a work environment

**IV. Basic Qualifications:**

- A.** General: light bookkeeping; ability to add, subtract, etc....; the ability to count change
- B.** Skill: basic computer knowledge helpful
- C.** Physical: some light lifting required
- D.** Academic: Some business knowledge useful, but not necessary, philosophy, religion and ethics background helpful; international relations experience helpful

**V. Desirable Qualifications:**

- A.** Ability to interact with the public on a daily basis
- B.** Promptness and reliability a must
- C.** Attention to detail in merchandising and bookkeeping extremely desirable

**VI. Narrative Summary:**

Working at PeaceCraft will give you an opportunity to interact with local public in a retail mission setting, in order to provide much needed income to artisans in the developing areas of the world.