



**Red Lake Nation College
Bookstore Intern Job Description**

Supervisor: Annette Johnson, Business Office Controller

Hours Available: 10 hours per week (possibly more in summer)

Wage: \$15 per hour

In person – Red Lake

Duties and Responsibilities:

- Essential duties include, but are not limited to:
 - Staffing the sales desk
 - Assisting with bookstore programs
 - Processing, inventorying, and displaying bookstore items
 - Daily bookstore reconciliations
- Must be comfortable opening and closing the bookstore and assisting other students.
- Make sure the bookstore sales floor and storage rooms are organized and cleaned.
- Other duties as assigned.

Skills/Qualifications:

- Strong computer skills
- Familiarity with Gmail and Google Calendars (or a willingness to learn)
- Ability to work independently
- Verbal and Written communication
- Punctuality
- Customer Service Focus

Education:

- Must be currently enrolled at Red Lake Nation College.

To Apply:

- Send an email with your RLNC Internship Application to annette.johnson@rlnc.edu