

**Position Title:** Cardinal Store Intern (Student Position)

**Department:** William Jewell College Spirit Store

**Location:** Yates-Gill Student Union, William Jewell College

**Position Type:** Part-Time

**Hours:** 10–15 hours per week (flexible scheduling)

**Compensation:** Paid or Academic Credit (depending on arrangement)

**Reports To:** Cardinal Store Manager

## **Position Summary:**

The Cardinal Store Intern supports daily operations of the William Jewell College Cardinal Store, which offers branded merchandise and apparel to students, faculty, alumni, and visitors. This role provides hands-on experience in retail operations, merchandising, customer service, and campus engagement. Ideal for students interested in marketing, retail management, business, or communications.

## **Key Responsibilities:**

- Provide friendly, helpful customer service to all store visitors.
- Operate the cash register and point-of-sale system accurately.
- Assist with inventory management, including receiving, restocking, and organizing merchandise.
- Help maintain an attractive and clean store layout.
- Participate in merchandising decisions such as product displays and promotional signage.
- Support marketing efforts, including social media promotion and campus event support.
- Assist in organizing and executing special sales and pop-up events.
- Contribute ideas to increase student engagement and store visibility.
- Perform other duties as assigned by the Spirit Store Manager.

## **Qualifications:**

- Must be a current William Jewell College student in good academic standing.
- Strong interpersonal and communication skills.
- Customer service or retail experience is a plus but not required.
- Dependable, punctual, and self-motivated.
- Ability to work collaboratively as part of a team.
- Flexible availability, including occasional evenings or weekends for events.

## **Learning Outcomes:**

- Gain experience in retail and customer service in a campus environment.
- Learn inventory and merchandising best practices.
- Strengthen communication, problem-solving, and organizational skills.
- Build a greater understanding of campus branding and student engagement.