



## Head Cashier/Website Specialist

(Cashier 2)

**Department:** Wolfstore  
**Recruitment #:** S1986  
**Application Deadline:** Review begins immediately. Position open until filled.  
**Salary Range:** \$2256 - \$3168

### Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

### Department / Job Summary:

This position is in the Wolfstore (bookstore) at Western Oregon University in Monmouth. Wolfstore is Western Oregon University's campus store, and provides convenient, high-quality, and competitively-priced products and services in support of the mission of the university, either directly or indirectly to students, faculty, staff, and guests.

[wolfstore.wou.edu](http://wolfstore.wou.edu)

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU). The Head Cashier/Website Specialist provides and models customer service and security throughout the store; routes incoming mail and telephone calls through the customer service area; processes MBS sales, returns, rental transactions, and textbook buybacks through the point-of-sale system; maintains eCommerce website and online and social media presence; schedules student employees under given parameters; trains and leads student employees; and schedules and trains temporary employees.

***We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.***

### Working Conditions:

This position involves high public contact and may be stressful at times. The store may range from very busy to very slow several times per day. At the beginning of each term, the store is extremely busy. Daily computer research and data entry are involved. Sitting and standing for periods of time are required. Some work may be performed in a large, windowless warehouse.

### Minimum Qualifications:

- Minimum of 2 years of retail cashier experience which includes exchanging money for purchases and making change.
- Minimum of 2 years customer service experience.
- The ability to train new employees
- Computer skills, keyboarding, and ten-key adding machine

### Preferred Qualifications:

- Website, social media, and/or eCommerce experience

***\*\*A criminal background check will be required as a condition of employment***

**Application Instructions:**

You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)

**Required application materials (PDF preferred):**

1. WOU Employment Application [available here](#)
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references

**As an alternative, you may also submit application materials to:**

**S1984, Head Cashier/Website Specialist**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto:employment@wou.edu); OR fax to : 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

**Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.**