



## Paid Spring 2019 Bookstore Internship

The CCC Online Bookstore is seeking student interns at each college to assist students with the book ordering process from Wednesday, January 2 - Friday, January 11, 2019.

### Position Summary:

The CCC Online Bookstore is looking for reliable, outgoing and honest individuals to act as interns for the start of the Spring 2019 semester. Interns will be the face of the CCC Online Bookstore on campus. Interns are required to exemplify both professionalism and school spirit. Most importantly, provide excellent customer service. Interns will be paid \$14/hr. There will be two interns chosen from each City College.

Interns must be available to work between 20-40 hours per week from Wednesday, January 2 - Friday, January 11, 2019. Interns must also attend a mandatory half-day paid training at Malcolm X College located 1900 W Jackson St. Chicago on December 19<sup>th</sup>.

### Responsibilities:

Responsibilities include, but not limited to:

#### ☑ Become a CCC Online Bookstore Expert

- Attend a mandatory half-day training on Wednesday, 12/19 at Malcolm X College 1900 W Jackson St. You must be available to attend this training to qualify for this opportunity.
- Learn the online bookstore platform and book ordering process in preparation to assist students with their order sat your college

#### ☑ Customer Service

- Be an on-site resource for students who need help ordering their books or have questions after placing an order
- Walk students through the ordering process.

#### ☑ Other

- Submit your own ideas about how we can effectively market the online bookstore to students on your campus
- Distribute flyers
- Assist with any other marketing, promotional and distribution tactics

Please note that all the materials needed to complete these tasks will be provided to you by Akademos.

### Qualifications:

- Must be a full or part-time CCC student pursuing an associate degree or vocational certificate
- Must be able to work independently
- Must be reliable and efficient in returning phone calls and/or emails
- Must be able to work with staff at your school to complete tasks
- Must be outgoing and willing to interact with students around campus
- Must familiarize yourself with the Online Bookstore ([citycolleges.textbookx.com](http://citycolleges.textbookx.com)) as well as CCC's Online Bookstore home page ([ccc.edu/bookstore](http://ccc.edu/bookstore))
- Must be able to operate a computer or tablet

**To Apply:** Please send your resume and a brief paragraph stating why you would make a good intern to [cccinternship@textbookx.com](mailto:cccinternship@textbookx.com). **The deadline to apply is Wednesday, November 21, 2018.** Interviews for selected candidates will take place the week of December 10, 2018 at the Malcolm X College located 1900 W Jackson St.

Remember, the [Career Center](#) at your college can help you write your resume, craft a cover letter, and practice your interview skills.