Paid Spring 2017 Bookstore Internship

The CCC Online Bookstore is seeking student interns at each college to assist students with the book ordering process from Tuesday, January 3rd to Friday, January 13th, 2017.

Position Summary:
The CCC Online Bookstore is looking for reliable, outgoing and honest individuals to act as interns for the start of the Spring 2017 semester. Our interns will be the face of the CCC Online Bookstore on campus, will exemplify both professionalism and school spirit, and provide excellent customer service. Interns will be paid $10/hr. There will be two interns chosen from each City College.

Interns must be available to work between 20-40 hours per week from Tuesday, January 3rd to Friday, January 13th. Interns must also attend a mandatory half-day paid training at the CCC District Office in downtown Chicago on Monday, December 19th from 10am-1 PM.

Responsibilities:
Responsibilities include, but are not limited to:

Become a CCC Online Bookstore Expert
- Attend a mandatory half-day training on Monday, December 19th at the CCC District Office in downtown Chicago (226 W. Jackson). 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 orders at your college.

Customer Service
- Be an on-site source 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 you need 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) as well as CCC’s Online Bookstore landing page (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. The deadline to apply is November 21. Interviews for selected candidates will take place December 7th and 8th at the CCC District Office in downtown Chicago.

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