



USC PURPLE STORE INTERNSHIP

Purpose of the USC Internship Program

To develop a meaningful relationship between students and USC staff in order to promote mutual learning and experience.

POSITION SUMMARY

The Purple Store Intern will focus on the day to day operations and planning of the USC retail store. They will be responsible to assist the Purple Store Co-ordinator directly with organization, preparation and customer service within The Purple Store. The Purple Store Intern will also be responsible to assist both the USC Executive & the Purple Store Co-ordinator to plan and execute special events/promotions thought the year both in-store and on-line. They will provide administrative support to the Coordinator on an as-needed basis and maintain a regular monthly schedule both in the retail store & administratively. They will be able to work independently as required, as well as within the Purple Store sales team to maintain familiarity with the store's products and services. Position requires flexibility to possibly work evenings and/or weekends as store hours dictate. Displays good initiative and seeks out time-saving efficiencies as duties may vary seasonally. This individual will always act in accordance with all USC and UWO policies.

General Responsibilities

- Assist the Purple Store Co-ordinator to offer high-quality products & excellent customer service to the Western community
- Coordinate their time between USC Executive Board initiatives and Purple Store administrative responsibilities.
- Assist with Purple Store inventory maintenance, management and accounting procedures as well as become familiar with product ordering process
- Assist with Purple Store merchandizing and executing marketing/promotional events both in-store & on-line. (ie. student design contest)
- Maintain a dialogue with both the Co-ordinator and USC Executive regarding ideas and future endeavors that would appeal to the Western community
- Utilize e-commerce (via web-site & on-line order completion)
- Able to follow through on tasks & report back discrepancies
- Assist with the development of a stronger social media initiatives/presence to increase awareness and engage the Western student community
- Liaison with student groups regarding in-store product placement

Qualifications

- Strong verbal & written communication skills, analytic and problem-solving skills
- Experience in a retail sales environment
- Must demonstrate a positive attitude, superb interpersonal and organizational skills.
- Knowledge of Windows computers including Microsoft office software
- Must be a current enrolled UWO student



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Compensation

- \$14/hour, 10-15 hours per week

Tentative Start Date: Beginning of June (can be flexible)

Please forward resume for review by May 3rd, 2013 at 4:30 p.m. to:

Karla Pacheco

Human Resources Generalist

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