Job Specifications

Position Title: Store Management Intern
Reports to: Store Manager
Associate Classification: Non-Exempt Status

Position Purpose/Scope: During your ten week industry leading training and development program, you will get an in-depth look at maurices and the retail industry as a whole by:

- Gaining a solid understanding of retail management through a mix of training and in store assignments.
- Learning store operations, sales, customer service, and merchandising.
- Working directly with management and associates to apply newly acquired skills and gain hands on experience in customer service and selling programs.

Qualifications, Knowledge and Experience:

- Senior class standing or entering senior year or final year of college
- History of academic achievement; G.P.A of 3.0 or higher preferred
- Fashion Merchandising and Design, Business Management, Sales and Marketing majors preferred
- Minimum of one year cumulative experience in a retail environment, including summer jobs, part time work, full time work and internships
- Participation in school or extracurricular activities and experience in leadership roles preferred
- Ability to communicate clearly and effectively in all situations
- Problem solving skills, assertiveness and strong initiative
- Team oriented thinking
- Desire to grow professionally with enthusiasm for continuous learning
- Desire for a career in retail management
- Willing to relocate after graduation, preferred.

Major Job Expectations

<table>
<thead>
<tr>
<th>Service and Selling to the customer by utilizing all steps of the service 7 (see service 7 details):</th>
<th>Exceeds customer’s expectations:</th>
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<tbody>
<tr>
<td>Customer Ready</td>
<td>Creates unforgettable experiences for customers.</td>
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<td>Greeting</td>
<td>Handles multiple customers.</td>
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<td>Building the Wardrobe</td>
<td>Communicates store information to customers (e.g., promotions, store policies, additional services etc.).</td>
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<td>Staying Connected</td>
<td>Demonstrates customer service as a priority over tasks.</td>
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<td>Fitting Room</td>
<td>Maintains current knowledge of trends and product.</td>
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<td>Check Out</td>
<td>Beyond Expectations</td>
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<td>Professionalism and appropriate behavior:</td>
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<td>Other store duties:</td>
<td>Represent the company’s current image.</td>
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<td>- Contributes to and maintains store visual standards according to POV guidelines.</td>
<td>Demonstrates a commitment to the company values of speaking openly, working efficiently, taking the lead, promoting teamwork, gathering/sharing knowledge, self-responsibility, and minding the bottom line.</td>
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<td>- Follows all store operations and loss prevention procedures.</td>
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<td>- Adheres to all company policies and procedures.</td>
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Intern Management Responsibilities:
- Leads by example in all responsibilities by demonstrating professionalism and good judgment.
- Enhances customer’s experience in the store and drives sales.
- Ensures work is accomplished on time, thoroughly, accurately, and according to company standards.
- Works effectively and efficiently as a member of a store team.
- Participates in special projects, as assigned, and help drive results.
- Participates with other interns on conference calls with company representatives from various departments.
- Prepares analysis paper for Internship Committee.
- Develops and maintains good working relationships with customers, associates and management team.

Unique Working Conditions:
- Operate and use all equipment necessary to run the store.
- Move or handle merchandise throughout the store weighing up to 50 pounds.
- Work varied hours/days as business dictates.

The above statements are intended to describe the general nature and level of work being performed by Field Management Interns. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of Interns.

I have read and do understand the duties of my job specifications.

________________________________________________________________________

Associate’s Signature                          Date

Oct-12
- **maurices** internships are paid and offered a 40% associate discount.

- A $1000 scholarship is awarded to two interns at completion of internship session.

- **maurices** awards $500 to a tuition reimbursement fund for each intern upon completion of the 10-week internship program.

- Intern may earn college credits for internship.

**maurices** offers our store management interns a 10-week "real world" in-store experience. The structured training program allows each intern to learn about and participate in store leadership, coaching of a team, sales generation and motivation, as well as an opportunity to interact with home office management at **maurices**. Interns have an opportunity to network and interview for a **maurices** management position after graduation.

"I was given a chance to live the fast-paced lifestyle of a store manager and truly understand the inner workings of a retail business. This has been a life-changing opportunity, because I have finally found a job that I will turn into my career."  - Kimberly

"I have worked in retail for almost five years, and this is the first time I have worked for a company that takes time to help coach and mold you into a great retail expert."  - Rashee

where you to shop

**840+ STORES IN THE US & CANADA**

The best hometown specialty store for **81 YEARS**

maurices.com