Position Description

Job Title: Assistant, Bookstore
Department: Academic Affairs
Last Update: 12/16/2008
Supervisor’s Position: Manager, Bookstore Operations
FLSA Status: Non-Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.

Job Summary: The Bookstore Assistant shall be responsible for assistance with operation of the college bookstore.

Essential Duties and Responsibilities:

- Provide excellent customer service.
- Assist in the receiving and verifying of inventory and maintain fully stocked sales floor.
  - Follow physical and financial controls and procedures for inventory, including assistance with an annual inventory of merchandise.
- Follow financial controls and procedures for cash including balancing daily sales.
  - Generate and maintain cash and charge tickets in support of cash sales, third party sales, scholarship sales, and Title IV aid sales.
- Communicate with Business Office staff to ensure student charges and refunds are handled in an efficient manner.
- Assist in book buy back at the conclusion of semesters. Clean and mend returned merchandise in preparation for a new semester.
- Must be punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
- Must maintain courteous, professional and effective working relationships with employees, vendors and/or any other representatives of external organization.
- Assist the Director of Bookstore Operations by performing other duties as assigned.
- Comply with all College policies and procedures.

Required Knowledge, Skills, and Abilities

- Ability to maintain confidentiality.
- Ability to work under pressure.
- Must possess strong organizational skills with excellent attention to detail.
- Ability to work and communicate clearly with individuals of various backgrounds.
- Ability to operate a personal computer.
- Ability to travel between campuses and within region as job requires
- Commitment to work extended hours during the months of January, May, August and December and other time periods as required.
Education and Experience:

- At least six months experience with a personal computer.
- At least six months experience in a position handling cash.
- One year experience in college bookstore or other retail business preferred.
- Associate’s degree preferred.

Working Conditions:

With or without assistance: ability to sit or stand for extended periods of time; ability to communicate both in person and by telephone; ability to follow safety and security practices; ability to bend, stoop, reach and grasp as required to perform responsibilities, ability to perform keyboard and cashiering functions. Position requires frequent local travel.

__________________________________                  ______________
Employee Acknowledgement                          Date