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 by the position.

Job Summary:

The primary responsibility of this position is to manage, lead and supervise the SSEC bookstore and bookstore staff. This responsibility includes insuring a highly student-focused process that complies with applicable laws, regulations, accreditation standards, Board policies, and WATC objectives and operating procedures.

<table>
<thead>
<tr>
<th>Essential Duties and Responsibilities:</th>
<th>Approximate Percentage of Time</th>
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<tbody>
<tr>
<td>1. Assist in the receiving and verifying of inventory and maintain fully stocked sales floor. Follow physical and financial controls and procedures for inventory, including inventories of merchandise and security of inventory. 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 aide sales. Maintain courteous, professional and effective working relationships with employees, vendors and/or any other representatives of external organization.</td>
<td>45%</td>
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<tr>
<td>2. Recruit, train and supervise bookstore staff members. Ensure that bookstore facilities are clean and well maintained. Modify the store layout as needed to enhance sales and customer satisfaction. Schedule staff to cover bookstore hours.</td>
<td>25%</td>
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<tr>
<td>3. 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 new semester.</td>
<td>10%</td>
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<tr>
<td>4. 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.</td>
<td>10%</td>
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<tr>
<td>5. Assist the Director of Bookstore Operations by performing other duties as assigned. Comply with all college policies and procedures.</td>
<td>10%</td>
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Required Knowledge, Skills, and Abilities:
• The knowledges, skills, and abilities necessary to perform the essential functions of the position at a high level must be evidenced in the overall vocational background of the person assigned and must be maintained throughout tenure in the position.
• User-level proficiency and knowledge of Outlook, Word and Excel are required.
• Ability to function effectively with a variety of responsibilities and deadlines simultaneously, required.
• Evidence is required of the ability to research problems and/or issues and to make sound evidence-based professional decisions.
• Ability to independently drive by personal car is required, along with unrestricted licensure to operate a motor vehicle in the State of Kansas, as well as a driving record that meets WATC insurance standards.
• Evidence is required of effective time management skills, including the ability to manage multiple projects, and meet deadlines in a timely manner, and the ability to prudently prioritize tasks, projects and goals.
• Evidence is required of professional-level communication skills, including excellent written and oral communication skills, excellent interpersonal skills, and ability to communicate effectively with others in arriving at solutions to complex problems.
• Evidence is required of workplace teamwork skills, including ability to work effectively with all constituents of the College and public, being flexible and respectful of the thoughts, opinions and contributions of others in a group, being respectful of people’s diversity, individual differences and perspectives, and being able to provide feedback in a constructive and considerate manner.
• Ability to lift and transport up to 50 pounds of books at one time.
• Commitment to work extended hours during the months of January, May, August and December and other time periods as required.

Education and Experience:

• One year experience in college bookstore or other retail business preferred.
• Associate degree preferred.
• Six months experience handling case required.
• Six months experience with a personal computer required.

Working Conditions:

Daily attendance is required to meet the needs of students and prospective students, and to interface with WATC leaders and outside organizations. Attendance is required at meetings and in-services. Schedules may fluctuate to accommodate student needs, deadlines and delivery of services. Long periods of sitting or standing will be required. Ability to converse with and understand English-speaking students is required. Sufficient vision and hearing are required to complete the work and interact with students, staff, faculty and the public. Work schedules will be as needed to accomplish assigned duties. Independent travel to by car and public carrier is required. Must be able to work in a multi-tasked high volume environment, managing multiple and competing priorities.

__________________________________                  ______________  
Employee Acknowledgement                  Date

Supervisor Acknowledgement                  Date