

POSITION TITLE: Bookstore Assistant – Part-time, Limited Term (2-Positions)
DIVISION: Fiscal Services
REPORTS TO: Controller
CLASSIFICATION: Non-Exempt/Hourly
POSTING DATE: May 11, 2018

SUMMARY:

This position will provide quality service to the students, faculty, staff and visitors to generate revenue for the College. Perform routine and non-routine clerical functions as assigned by the Bookstore Manager. This is a part-time (less than 20 hours), limited term position through June 30, 2019.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Open and/or close bookstore (as needed)
- Operate register/cashiering
- Balance cash drawer and prepare daily deposits
- Assist students, staff and visitors to campus and answer phone inquiries
- Receive, price and shelf merchandise
- Customer Service/Handle customer complaints
- Assist with perpetual physical store inventory
- Create displays and promotions to increase sales
- Monitor store security
- Process daily incoming and outgoing mail for the College, including UPS
- Assist with disbursement and buyback book processes
- Work non regular work hours during Bookstore peak times
- Stocking/Organizing shelves
- Clerical work, filing, word processing
- Cleaning/organizing within the store
- Assembling kits/ Shrink-wrapping items
- Performs other related duties

TRAINING AND EXPERIENCE:

- High School diploma required
- Retail experience beneficial but not required
- Ability to lift up to 50 lbs.
- Proficient in use of computers and Microsoft Office
- Ability to prioritize and multi-task
- Attention to detail required
- Ability to troubleshoot and seek out resources for problem resolution
- Ability to deal tactfully and courteously with the public and to maintain effective working relationships with team members
- Valid driver's license

APPLICATIONS:

Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process please contact Human Resources at humanresources@swtc.edu or 608.822.2314.

CLOSING DATE FOR APPLICATIONS: May 28, 2018

STARTING DATE: As soon as possible

SALARY BAND: A13, Hourly Range \$16.42 – \$19.70

*Part-time (less than 20 hours), Limited Term Employment ending on June 30, 2019

SELECTION PROCESS: The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

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