

Southeastern Illinois College

Bookstore Assistant

(Full-time exempt position)

LOCATION: Main Campus
REPORTS: Director of Auxiliary Service
BOARD APPROVED: August 16, 2022

POSITION SUMMARY:

This position requires a customer service oriented individual. Highly self-motivated, well-organized and positive thinking is a plus and must relate well to people of all ages. Provide quality service to students, faculty, and to the public while maintaining fiscal responsibilities. Provides administrative support to the Director of Auxiliary Service. Previous retail experience is desired but will train. The ability to work flexible hours and weekends if needed. Basic computer skills and knowledge is also required.

ESSENTIAL RESPONSIBILITIES:

1. Execute and follow policies and procedures as outlined by the College.
2. Accountable for purchasing, sales, & inventory control for the Bookstore and Coffee Bar.
3. Responsible for the overall retail sales and purchasing of inventory for the Coffee Bar.
4. Responsible for maintaining textbook inventory to meet student needs each semester.
5. Assist in working with faculty to maintain the correct edition of textbooks.
6. Assist the Director of Auxiliary Services to maintain a profitable Bookstore & Coffee Bar.
7. Assist with inventory control during the semester and at year-end.
8. Analyze and administer the purchasing practices as outlined by the College.
9. Maintain an environment which is appealing to students and the general public.
10. Receive merchandise, check inventory and purchase orders.
11. Ability to work independently without supervision.
12. Responsible for meeting all goals and objectives for the department.
13. Assist in managing the bookstore in a professional business atmosphere
14. Assign and delegate work to bookstore staff and student workers.
15. Maintain training for new and current employees.
16. Schedule and post hourly employees' weekly work schedules.
17. Responsible for verifying and submitting time sheets for hourly employees while meeting all deadlines as set by the Office of Business Affairs.
18. Perform all other duties as assigned by the Director of Auxiliary Services.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have knowledge of computer and internet. Must be able to use a typewriter, calculator, cash register, and photocopy machine.

EDUCATION:

Minimum High School Diploma (required) or Associates Degree in Business or Business Management with retail experience (preferred) Supervisory experience desired.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position. Ability to read and

interpret budget and financial documents, manuals, procedure reports, and/or ability required. Experience in a unionized setting is preferred.

REASONING ABILITIES:

Ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

Food Handlers Certificate

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/ or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.