

BOOKSTORE

WORK STUDY JOB DESCRIPTION

Title: Bookstore Specialist

Summer: Y Fall: Y Winter: Y Spring: Y

Job Description:

The Bookstore Specialist is responsible to the Bookstore Manager for bookstore cashiering, customer service, sales, bookstore support activities, shipping, receiving, and merchandising. This is a part-time position, twenty hours a week, Monday through Thursday, with some occasional Fridays.

ESSENTIAL JOB FUNCTIONS

Bookstore

- Performs cashier functions for bookstore sales and returns using a computerized point-of-sale system and College administrative system.
- Provides customer service and sales support to students and store customers.
- Responsible for safekeeping of cash till, performing daily cash reconciliations and preparing bank deposits.
- Processes daily bank card transactions per procedure.
- Receives and verifies receipt of textbooks and materials against packing slips.
- Prepares invoices for approval including calculating discounts, codes invoices and assembles appropriate back-up documentation for bookstore purchases.
- Organizes and stocks textbooks and materials for resale.
- Performs periodic and annual inventories.
- Assists and distributes approved textbook list for each term.
- Assists in the annual audit by preparing reports of bookstore activity, conducting physical inventory and performing account reconciliations as needed.
- General Functions
- Uses College-designated computer software programs to perform tasks including writing letters and memos, maintaining a daily calendar, and creating and maintaining spreadsheets and databases.
- Uses telephone to perform Bookstore duties.
- Interacts with college staff, instructors, vendors, suppliers, freight companies, students, and the general public while performing various tasks.
- Follows Business Office, Bookstore, and College policies and procedures.
- Maintains confidentiality of data.
- Performs other tasks as assigned.

The list of essential and marginal functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Skills Required:

Knowledge of computerized accounting and point-of-sale systems; able to perform and prioritize task with limited supervision; able to perform work as a team member; able to work with the public; proficient in computerized spreadsheets, relational databases, and word processing; able to type 60 wpm; proficient on 10-key calculator; able to operate copy and facsimile machines, demonstrate oral and written communication skills; honest and dependable; professional demeanor and demonstrates organizational skills.

Days/Hours: Mon-Thu/16-20 hours**Dept:** Business Office**Supervisor:** Jack Gibson**Campus:** The Dalles**Location:** Bookstore**Pay Level:** 1**Phone:** 541-506-6061