POSITION: Bookstore Assistant

PURPOSE: Assist the Bookstore Manager in the Operation of the College Bookstore

DEPARTMENT: Administrative & Fiscal Services

CONTACT PERSON: Rebecca Harper

TERM OF EMPLOYMENT: Fall & Spring

DUTIES/RESPONSIBILITIES:
- Answer phones
- Assist with the daily sales in the Bookstore
- Assist in receiving of inventory
- Assist in returning textbooks to vendors
- Assist during peak-times of the semester (dependent upon available hours)
- Assist with Book Buyback.
- General Cleaning of the Bookstore as needed
- Filing invoices, student account information, or other paperwork as needed
- Assist with other job-related duties as needed
- Regularly lift and/or move up to 10 lbs and occasionally lift and/or move up to 25 lbs

JOB QUALIFICATIONS:
- Filing experience a must
- Phone skills/active listening skills
- Computer/typing skills
- Ability to maintain a professional demeanor in a fast-paced environment
- Communicate effectively verbally and in writing
- Proficiently operate a computer and related software
- Be a team player
- Demonstrate integrity, honesty, trustworthiness, high moral values, confidentiality
- Ability to work nights during peak times
- Cash handling experience required
- Be organized, with a flexible attitude

CLASSIFICATION OF EMPLOYMENT: Part-Time/Temporary

SALARY: $ 8.00 per hour

HOURS PER WEEK: 12

APPLICATION INSTRUCTIONS: Must have a financial need as determined by the Free Application for Federal Student Aid (FAFSA) and complete a JSCC Federal Work-Study Employment Application. Request application forms from the Financial Aid/Admissions Office.

JAMES SPRUNT COMMUNITY COLLEGE

Work-study Student: ____________________________________________
Employer: ____________________________________________________