Job Title: Bookstore Assistant

Job Code: 61829

JOB SUMMARY

The Bookstore Assistant is responsible for operating a point of sale system and providing assistance to customers in a technical college bookstore.

MAJOR DUTIES

Assists with the day-to-day operation of the technical college bookstore;
Receives assigned money and accurately counts funds to verify amount assigned;
Collects money and gives correct change to paying customers of the bookstore, ensuring accuracy and safety of receipts;
Resolves pricing errors, correcting cash register entries and recalculating incorrect sales transactions;
Checks and balances cash register receipts at the close of the day;
Prepares bank deposits;
Assists with sales and other promotional activities to increase daily sales and community awareness;
Assists with inventory of textbooks and supplies;
Stocks shelves with books and supplies;
Calculates and posts bookstore charges to student accounts and worksheets;
Performs general clerical duties.

COMPETENCIES

Ability to understand the relationship between student information and financial systems
Ability to work independently
Skill in the operation of cash registers, computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills

MINIMUM QUALIFICATIONS

High school diploma or equivalent *and* One (1) year work of related work experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.