



## **POSITION ANNOUNCEMENT**

### **ABOUT AUGUSTA TECHNICAL COLLEGE**

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### **ABOUT AUGUSTA, GEORGIA**

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

### **ABOUT THE POSITION**

**Job Title: Bookstore Assistant (Part-Time)**

**Job Code: 61829**

**Campus Location: Waynesboro Campus**

**Salary:** Commensurate with education and work experience.

### **JOB SUMMARY**

The **Bookstore Assistant** will operate a point of sale system and provide assistance to customers in a technical college bookstore.

### **MINIMUM QUALIFICATIONS**

A high School Graduate or equivalent is required

### **PREFERRED QUALIFICATIONS**

A graduate of a one or two-year postsecondary program in Business or a related field is desired.

### **COMPETENCIES**

- Clear and professional oral and written communication
- Proficiency in the use of computerized point-of-sale (POS) systems and cash registers
- Strong interpersonal skills and a customer service mindset

**MAJOR DUTIES**

Under general supervision:

- Assists with the operation of the bookstore.
- Responsibilities include customer service, point-of-sale, merchandising, maintaining appearance in the bookstore, shipping and receiving, data entry, data processing, record keeping, inventory control, graduation, and clerical functions.
- Assists customers with locating books and supplies, processes special order requests, processes sales through the integrated database system, and maintains cash control.
- Assists with promoting sales and new items on campus.
- Assist with arranging the floor area and display space.
- Unpacks shipments and restocks.
- Notifies discrepancies between quantities on packing lists and quantities ordered to the Bookstore Manager.
- Processes monthly time sheet daily using a spreadsheet.
- Processes financial aid receipts according to billing codes and sends them to the corresponding department in a timely manner.
- Takes physical count of books monthly and reconciles with on-hand reports.
- Takes physical count of books and supplies at the end of each fiscal year and reconciles with on-hand reports.
- Assists with marked-down items and changes prices as needed.
- Must be able to lift 50 pounds.
- Performs other duties as assigned.

**APPLICATION DEADLINE:** The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

**Equal Employment Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.