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| <b>Job Title</b>  | <b>BOOKSTORE ASSISTANT</b> |
| <b>Department</b> | ADMINISTRATIVE SERVICES    |
| <b>Reports To</b> | BOOKSTORE MANAGER          |

**EMPLOYMENT TERMS:**

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| <i>Part-time 19.5 weekly</i> |
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**QUALIFICATIONS:**

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| <b>Education</b>        | High School Graduate or equivalent; graduate of a one or two year postsecondary program in Business or related field is desired. |
| <b>Experience</b>       | Two or more years related work experience. Computer data entry experience.   |
| <b>Desirable Skills</b> | Effective communication skills.  |

**PRIMARY DUTIES:**

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| <p>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 integrated database system and maintains cash control. Assists with promoting sales and new items on campus. Assist with arranging floor area and display space. Unpacks shipments and restocks. Notifies discrepancies between quantities on packing lists and quantities ordered to the Bookstore Manager.</p> <p>Processes monthly time sheet daily using a spreadsheet. Processes financial aid receipts according to billing codes and sends to corresponding department in a timely manner. Takes physical count of books monthly and reconciles with on-hand report. Takes physical count of books and supplies at the end of each fiscal year and reconciles with on-hand report. Assists with marked down items and changes prices as needed. Must be able to lift 50 pounds. Performs other duties as assigned.</p> |
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**APPLICATION DEADLINE: Until filled**

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| Applications are submitted <b>on-line only</b> at <a href="http://www.augustatech.edu">www.augustatech.edu</a> . |
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**TRANSCRIPT REQUIREMENTS**

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| Applications for this position are reviewed upon receiving all official transcripts. <b>Official transcripts must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>.</b> |
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**PRE-EMPLOYMENT SCREENING**

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| Pre-Employment background checks are required. <i>(Conducted by Augusta Technical College)</i> |
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**CONTACT**

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| Shirley Rouse, Pre Employment Manager at (706) 771-4026 or <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a> |
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**SALARY**

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| Hourly |
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*A Unit of the Technical College System of Georgia  
Equal Opportunity Institution*