

**Job Announcement**

**Position:**  Bookstore Assistant

**Location:** Carrollton Campus

**Department:** Administrative Services/Bookstore

**Reports to:** Executive Director, Campus Operations

**FLSA Designation:** Non-exempt

**Nature of Duties:** Under general supervision, operates point of sale system and provides assistance to customers in the bookstore, checks and balances cash register receipts, assists with the day-to-day operation of the bookstore, assists with sales and promotional activities, and assists with conducting inventory. May also calculate and post bookstore charges, performs general clerical duties, receives and unpacks inventory items, lifts up to 25 pounds, and can stand on feet for long periods of time. Employee will be responsible for using sound judgment in regards to inventory and cash handling, while adhering to applicable policies and procedures. Responsible for directing activities of Federal Work Study students. The work hours will be extended during peak times of the semester as needed.

**Minimum Qualifications:**

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

**Preferred Qualifications:**

* At least 6 months experience in the use of point of sale and inventory control
* Retail management experience
* Prior experience in Nebraska Bookstore Software or other bookstore software
* Work experience in retail sales, marketing and merchandising with an emphasis in customer service and/or diploma in accounting, marketing, or related field

**Salary/Benefits:** Salary mid $20’s based on previous work experience. Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates should apply through electronic application system at: [www.westgatech.edu](http://www.westgatech.edu)

**Note**: Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.