

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Bookstore Assistant	Range:	31
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing cashiering duties, assisting in maintaining the inventory, and providing assistance and information to customers at a bookstore.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Orders merchandise for campus bookstore in accordance with established guidelines and procedures; receives, prices and shelves books and merchandise; maintains books and merchandise in a clean and orderly condition.
2.	Verifies checks and processes credit card purchases; prepares and processes requisitions as directed; processes invoices and purchase orders according to established guidelines and procedures.
3.	Opens and closes cash registers; operates cash registers for sales, returns and buybacks; receives monies and makes change; processes refunds and exchanges; deposits monies in safe; opens and closes bookstore as assigned.
4.	Communicates with various campus departments and students to provide and receive information to facilitate delivery of services.
5.	Answers and directs telephone calls; assists and provides information to students, staff and others regarding books, merchandise, bookstore policies and procedures and other routine information.
6.	Assists in other bookstore activities as needed; assists students and staff in locating textbooks and supplies; assists and participates in annual stock inventory.
7.	Prepares and maintains various records and reports as necessary such as requisitions, accounts and stock records; enters data into computer to maintain accurate records of sales.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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## **WORKING RELATIONSHIPS**

The Bookstore Assistant maintains frequent contact with various departments, students, the public, and outside vendors.

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## **EDUCATION AND EXPERIENCE**

### Minimum Qualifications

High school diploma or GED

Previous experience working in a retail environment is preferred

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of cashiering procedures and techniques

Knowledge of receiving and shipping methods and procedures

Knowledge of proper methods of storing equipment, materials and supplies

Knowledge of basic record keeping techniques

Ability to operate a cash register and make change accurately

Ability to make arithmetic calculations quickly and accurately

Ability to maintain routine records

Ability to operate a variety of office equipment such as calculator, computer, copier, credit card authorization machines, etc.

Ability to assist students and staff regarding bookstore merchandise and operations

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

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## **TRAINING REQUIREMENTS**

Utility Cart Certification

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## **WORKING CONDITIONS**

College Bookstore environment; subject to some lifting and carrying (up to 50 lbs. unassisted), pushing, bending, pulling and standing for long periods of time; repetitive use of upper extremities.

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