

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: PT, 16 hrs week	Title BOOKSTORE CLERK – MCDONALD COUNTY
Revised: 11/2/2015	Department BUSINESS & SUPPORT SERVICES
Level: Staff, Range 2	IPEDS CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to BOOKSTORE MANAGER

POSITION SUMMARY

Position is at the McDonald County Site, responsible for bookstore operations, including customer service for students, faculty, and visitors in the sale of books, general merchandise, clothing and food; appropriate accounting of funds; coordination of bookstore supplies, displays, and security; and other duties as assigned by the Bookstore Manager.

MAJOR FUNCTIONS

1. Provide Bookstore services in a professional manner to faculty, students, staff, and visitors.
2. Order food items and supplies, and request needed materials and goods from the Neosho campus.
3. Create displays/merchandising.
4. Create Bookstore activities according to season and college functions.
5. Open the bookstore for daily operation, including preparation of the cash and computer system.
6. Ensure daily receipts are reconciled correctly and cash drawer is secured appropriately.
7. Assist with maintaining Bookstore in a neat and orderly manner; maintain proper Bookstore security; and conduct physical inventories as needed, particularly at year-end in conjunction with auditors' requirements.
8. Assist with maintaining proper accounting records, submitting sales tickets and student charges to Business Office for processing.
9. Perform other related tasks as assigned by the Supervisor.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School graduate / GED.
2. One (1) year of related work experience preferred.
3. Excellent communication and organizational skills.
4. Ability to work independently with a minimum of supervision.
5. Ability to handle basic mathematical calculations.
6. Cash management skills.
7. Ability to establish and maintain professional conduct and positive working relationships with students, employees and community/vendor contacts.
8. Ability to lift up to 50 pounds.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as computers, desktop calculators, cash register, copiers, and telephones.
2. Ability to operate a personal computer using the Windows environment, key in data accurately, and use e-mail.

POSITIONS SUPERVISED

Workstudy

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust, and chemicals. Some travel to Neosho site required, as well as loading/unloading of books, supplies, etc.
2. Normal college working hours, but adjustment of hours involving evening and/or weekend work is required from time to time, particularly during first and last week of each semester.
3. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Requires mobility within the Bookstore and service locations.
2. Input and access information-using computers.
3. Light to heavy lifting (5 – 50 pounds) required periodically.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including faculty/staff, students and the general public.