

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status.</b> Part-Time, 19 hours per week	<b>Title</b> INTERCAMPUS COURIER
<b>Revised:</b> 6/5/2015	<b>Department</b> BUSINESS & SUPPORT SERVICES
<b>Level:</b> Staff, Range 2	<b>IPEDS</b> CLERICAL & SECRETARIAL
<b>FLSA:</b> Nonexempt	<b>Reports to</b> BOOKSTORE MANAGER

**POSITION SUMMARY**

Courier books and merchandise between all campus locations, area schools, and businesses, as required. Work as needed in a customer service capacity as a clerk at various locations. Other duties as assigned by the Bookstore Manager.

**MAJOR FUNCTIONS**

1. Provide Bookstore and Mailroom services in a professional manner as needed to faculty, students, staff, vendors, and visitors.
2. Deliver and pick up product between campus locations, area school districts, and businesses as needed.
3. Pack/Repack product deliveries as needed for safe transfer.
4. Stock shelves at locations as required at any/all locations.
5. Transfer items between campus via computer and track transfers and deliveries to/from locations.
6. Work with off campus locations to insure that their stock level of supplies, books, and merchandise is satisfactory and report back to office any required needs.
7. Learn operation of computer system/cash register to assist during busy and fill in times.
8. Must understand email system and communicate clearly with many individuals at all locations.
9. Use computer system to transfer and track all movement of product, maintain transfer records from moving inventory between campus locations.
10. Move items from campus locations to storage areas back and forth as needed.
11. 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.
12. Assist with maintaining proper accounting records, submitting sales tickets and student charges to Business Office for processing and charging to appropriate accounts.
13. Perform other related tasks as assigned by the Supervisor/Bookstore Manager.

<b>KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE</b>
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1. High School graduate or equivalent.
2. One (1) year of full-time related work experience
3. Excellent customer service and communication skills required.
4. Must possess valid driver's license and driving record must not adversely affect college insurance.
5. Ability to work independently with a minimum of supervision.
6. Ability to handle basic mathematical calculations.
7. Cash management skills.
8. Ability to establish and maintain professional conduct and positive working relationships with students, employees and community/vendor contacts.
9. Ability to lift up to 70 pounds.

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

<b>POSITIONS SUPERVISED</b>
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None

<b>WORKING CONDITIONS</b>
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1. 50% indoors and 50% outdoors with normal exposure to temperature changes, and minimal exposure to noise, dust, and chemicals. Travel to off-campus sites required, as well as loading/unloading of books, supplies, etc.
2. Normal college working hours, not to exceed 19 hours per week, 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. Hours may vary during peak or non-peak times.
3. A neat appearance and appropriate businesslike apparel are required.

<b>PHYSICAL DEMANDS</b>
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1. Requires mobility within the Bookstore and service locations.
2. Input and access information-using computers.
3. Light to heavy lifting (5 – 70 pounds) required.

<b>CREATIVE AND ANALYTICAL SKILLS</b>
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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.

<b>LANGUAGE/COMMUNICATIONS SKILLS</b>
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Ability to communicate effectively with a variety of people, including faculty/staff, students and the general public.