



WALLACE STATE HANCEVILLE

Vacancy Announcement

7/26/10

POSITION: Bookstore Clerk

(To work as needed during bookstore rush periods)

REPORTS TO: Bookstore Manager

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent required, associate degree preferred
- One or more years experience in a customer service
- Skilled in customer relations, computer operation and point of sale
- Must be able to lift a case of books
- Ability to work flexible schedule
- Effective oral, written and interpersonal skills
- Proficient in Microsoft Word, Excel, and administrative computing systems

RESPONSIBILITIES:

- Serve as cashier in bookstore operating point of sales terminal
- Assist customers locating required books, making refunds and responding to questions
- Restock supplies as new inventory is received
- Buy in-use books from students, assuring they are listed in the computer
- Box and send wholesale books to company
- Inventory, maintain books and supplies for the Bookstore
- Operate Access bookstore module
- Inventory books on an annual basis, preparing used books for resale
- Remove unsold books from inventory, return to publisher
- Process and post sales tickets
- Assist students with financial aid purchases
- Conduct computer searches, checking availability and prices
- Operate duplication equipment
- Perform other duties and responsibilities as may be assigned by the Director, Bookstore Manager and President

WORK HOURS: Flexible as assigned. To work as needed during the bookstore rush periods.

SALARY: State Salary Schedule L, \$11.33 per hour

ANTICIPATED START DATE: As negotiated.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) professional letters of recommendation and three (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

RETURN PACKETS TO: Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8029

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable payment for a criminal

background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

DEADLINE DATE: Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon the instructional needs of the College.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.