

NOTICE OF VACANCY
Part-time Bookstore Assistant

REPORTS TO: Bookstore Manager

DESCRIPTION OF POSITION: Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Bookstore Assistant will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Part-Time Bookstore Assistant is responsible for running the cash register, waiting on customers, and maintaining stock. Regular work hours are Monday – Thursday 8:00 am – 1:00 pm. Seasonal (book rush, Christmas, or when one of the full-time employees is out) work hours are Monday – Thursday 8:00 am – 5:00 pm.

More specifically, the Bookstore Assistant is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist with telephone sales.
- Check in and display/hang new clothing items and mark items for sale.
- Check students' accounts for financial aid and bookstore allowances.
- Greet and assist customers/students on a walk-in basis.
- Help perform yearly inventory.
- Help with entry of new merchandise and books into the TotalCard system as needed.
- Maintain inventory, stock snack items, drinks, supplies, and other items in the cash register area as needed.
- Operate cash register.
- Perform any other duty as directed by Bookstore Manager.
- Perform duties associated with credit card sales.
- Pull books for students as needed.
- Wrap gifts as needed.
- Perform other duties as assigned by the Bookstore Manager and/or Vice of Business Services.
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MANDATORY QUALIFICATIONS

- Applicant must have at a minimum a High School Diploma or equivalent.
- Applicant must have a minimum of four years of experience in retail sales and in operating a cash register/Point of Sale system.
- Applicant must have a good working knowledge of personal computers.

- At least Applicant must be able to multitask.
- Applicant must be familiar with merchandise inventory procedures.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Highly attentive to detail.
- Must have the ability to exercise considerable initiative, independent judgment, discretion, and confidentiality with regard to working with instructors and students.
- Must have the ability to work and communicate effectively with the students, staff, faculty, administration, technical support, and diverse groups.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Part-time, 12-month, Non-Exempt, Clerical and Support Staff (CS) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – October 1, 2024 at 5:00 P.M.