

TITLE: Bookstore Clerk/E-Commerce Specialist

DEPARTMENT/DIVISION: Bookstore

DATE PREPARED: 6/19/2018

BEGINNING DATE: JULY 01, 2018 (FY19)

END DATE: July 1, 2019

REPORTS TO: Director of Bookstore Operations

CLASSIFICATION: Part-Time - Classified

POSITION SUMMARY

The Bookstore Clerk/E-Commerce Specialist will be responsible for textbook and general merchandise orders through the E-Commerce system, including but not limited to adding and maintaining content on the Bookstore's website. The person in this position will also be responsible for receiving and shipping merchandise, maintaining accurate shipping records, and assisting Bookstore customers with their purchases.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in the most positive manner with prospective, current, and former students, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other clients of our services. Learn and adhere to the policies and procedures of Seminole State College.
- Uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning; and SSC's C.O.R.E Four: Compassion, Opportunity, Respect, and Excellence.
- Handle confidential information with tact and discretion.
- Operate a Point Of Sale system to include general cashiering duties
- Web maintenance
- Responsible for maintaining the Bookstore's E-Commerce website to include textbook edition and price changes, new items, and promotions
- Provide timely processing of online textbook and general merchandise orders
- Coordinate delivery or shipping of online orders to home address or for pick up instore
- Maintain website with current merchandise to include pricing and availability
- Responsible for opening and closing the Bookstore in the absence of the Bookstore director and clerk

OTHER DUTIES AND RESPONSIBILITIES

- Assist Bookstore customers in locating materials, and by serving as a cashier, properly account for transactions at the end of each working day
- When necessary, assist Bookstore Director and clerk with office supply orders and maintain general stock levels
- Assist with the Bookstore's year-end inventory
- Work collectively with Bookstore staff in the performance of various tasks
- Assist with textbooks rush and buyback to include some evenings and weekends
- Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Possess strong customer service and communication skills with internal and external customers
- Ability to handle multiple tasks simultaneously
- Experience with or ability to use Microsoft Word, Excel and Outlook

- Detail oriented with the ability to work independently
- Ability to lift items weighting up to 50 lbs
- Ability to communicate effectively both verbally and in writing
- High School Diploma or GED required. Associates Degree in retail, business, communications, and web design, marketing or related field preferred.
- At least two years of experience in a sales capacity or in another position that involved significant contact with the public and handling a significant amount of cash, to include experience in merchandising, displays, and related work experience
- Working knowledge of internet and website systems to include updating, adding and changing of textbooks and general merchandise

Applications will be accepted until the position is filled. Salary is commensurate with education and experience. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply send cover letter, resume with names and telephone numbers of three professional references, and all academic transcripts to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.
Posted June 25, 2018