



POSITION DESCRIPTION

Textbook Assistant

Position Textbook Assistant
Department/Site.....
FLSA..... Non-Exempt
Evaluated by Bookstore Supervisor
Salary Range 26

Summary

Prepares and stocks bookstore materials for return. Participates in processing student textbook buy backs. Maintains textbook inventory.

Essential Duties and Responsibilities

- Prepares and stocks bookstore materials for return. Maintains inventory information on a computer-aided database. Prepares and edits documentation for returns.
- Arranges new and used textbooks for easy access.
- Prepares documentation on returns for adjustment to accounts payable.
- Participates in setting up terminals for textbook buy backs.
- Assists in the data entry of materials to be ordered; assist with phone orders to publishers.
- Assists students with problems or questions regarding textbook returns.
- Assists with training and providing work direction to student and casual employees.
- Communicates with faculty on the status of materials to be ordered.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Requires a basic knowledge of the Bookstore (or equivalent retail) operations, policies, and procedures.
- Requires well-developed cashiering and computer data entry skills.
- Requires operational knowledge of general retail office equipment.
- Requires sufficient arithmetic skills to add, subtract, divide, and calculate percentages.
- Requires a basic understanding of stock replenishing and buying.
- Requires a basic knowledge of merchandising techniques, including point-of-sale, that enhance customer purchases.
- Requires sufficient human relations skill to engage customers to purchase merchandise and convey technical information.

Abilities

- Requires the ability to perform all of the duties of the position efficiently and effectively, with minimal supervision.
- Must be able to operate retail office machines including software programs designed for retail support and transactions.
- Requires the ability to work closely with other staff to accomplish the overall objectives of the Bookstore.
- Must be able to assume tasks of other staff members in their absence or at periods requiring assistance.
- Must be able to work with a variety of people in a seasonally high pressure environment.
- Must be able to perform arithmetic calculations rapidly.
- Must be able to work varying schedules.



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Physical Abilities

- Incumbent functions indoors performing work of predominately an active nature.
- Requires sufficient ambulatory ability to stand, lift, and place light-to-heavy weight items (under 75 pounds) onto shelves or displays on a continual basis and heavy items on an occasional basis.
- Requires sufficient hand-eye coordination to use a computer keyboard and/or 10-key adder at an acceptable rate.
- Requires sufficient visual acuity to recognize people, numbers, and words.
- Requires auditory ability to carry on conversations in person.

Education and Experience

- A high school diploma, or the equivalent, and two years of general office/clerical experience.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.