



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501
205-387-0511

POSITION ANNOUNCEMENT
Posting date: January 9, 2019
Closing date: Until Position is filled

POSITION #757: Part Time Bookstore Clerk (One or more positions available) Sumiton Campus

APPROXIMATE STARTING DATE: January 2019

GENERAL INFORMATION:

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

QUALIFICATIONS: High School Diploma with demonstrated proficiency in computer skills and five years' experience in computerized sales, inventory, and related functions.

DUTIES: In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the ACCS and Board of Trustees, duties will include, but are not limited to, the following:

1. Sell books and supplies; operate computer terminal to receipt sale of books, supplies, and other merchandise.
2. Assist customers; answer inquiries or refer to appropriate department.
3. Reconcile cash sales for deposit.
4. Receipt financial aid charges of bookstore purchases; and provide appropriate documentation to the person responsible for billing.
5. Take special orders such as nursing uniforms and graduation supplies; obtain purchase order number to place order as needed.
6. Examine current inventory; evaluate past orders to determine quantity needed.
7. Contact division chairs and faculty to determine textbook needs; order textbooks and other course materials.
8. Coordinate used book buy-back program.
9. Receive orders; verify orders are correct and complete; contact vendor with incorrect orders.
10. Enter information for new orders in computerized inventory management system.
11. Stock orders onto shelves; ensure books and supplies are labeled and priced correctly.
12. Conduct an annual physical inventory of all books and supplies; verify that inventory matches computer inventory list.
13. Ensure bookstore maintains certain classroom supplies as requested by faculty.
14. Keep stock of scholarship books; verify book returns.
15. Maintain filing system of invoices, purchases, book lists, publisher's policies and returns.
16. Retain and file all financial aid bookstore charges.
17. Verify that credit is issued for all book returns to vendors.
18. Maintain file of current order forms for uniforms, tools, and graduation apparel.
19. Disburse Pell, SEOG, and other checks as needed.
20. Issue scholarship books to ambassadors, athletes, and cheerleaders.
21. Reduce inventory by sharing inventory among the other bookstores.
22. Assist faculty and students with questions regarding prices of books in person and by telephone.
23. Plan, arrange, and display merchandise in an organized and attractive manner.
24. Assist in the business office as needed and perform general housekeeping duties within the bookstore.
25. Maintain inventory of general office supplies, copy paper, and stationary for the College departments to requisition.
26. Serve as coordinator for all UPS and FED-EX deliveries and pickups.
27. Attend graduation to assist with caps, gowns, hoods, etc.
28. Ensure that required textbooks are linked to appropriate course number in bookstore inventory.
29. Enter publisher data into bookstore inventory in AS400 computer system so that it will be displayed during schedule inquiries.
30. Assume all other duties assigned by the Operations Accountant and/or Dean of Finance.

SALARY RANGE Local Salary Schedule L at a rate of \$10.30 an hour, for no more than 18 hours per week

APPLICATION PROCEDURES:

Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and click on "Faculty and Staff" and then "Employment Opportunities". All applications should be mailed to:

Office of Human Resources
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501

APPLICATION DEADLINE:

All application material **for this position** must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received in Human Resources, to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A signed letter of interest with reference to the **position number** found on the position announcement (no computer-generated signatures).
- A completed and signed Beville State Community College Application.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned.
- A resume.
- One **current** and **signed**, letter of reference (no older than one year; no computer-generated signatures).

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

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 non-refundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Beville State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Beville State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Beville State Community College that no person shall, on the grounds of race, color, disability, 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. Beville State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Please note that Beville State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.