



JOB DESCRIPTION

Job Title	Part-time Bookstore/Gift Shop Sales Associate
Department	Welcome Center and Bookstore/Gift Shop
Reports To	Bookstore Manager
Hours	Saturday, 10 am – 6 pm with flexibility to work extra hours Su-Fr as needed
Employment Class	PT – Benefits Ineligible
EEO-1 Code	5 – Sales Worker

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The Sales Associate is responsible for creating a sense of welcome and hospitality in the University of St. Mary of the Lake Welcome Center while also providing excellent customer service for all customer needs and purchases.

Essential Job Functions

Responsibilities (Welcome Center Function)

- Greet visitors in a friendly and professional manner.
- Direct visitors to desired locations on USML campus.
- Direct visitors to other services as necessary, including where to dine, park cars, etc.
- Maintain order of front desk and welcome center area daily, including stocking brochures, card racks, maps, directions, etc.

Responsibilities (Retail Function)

- Provide excellent customer service for all customer needs and purchases.
- Responsible for opening and/or closing the bookstore.
- Assist with merchandise inventories and data input of all inventories.
- Input data electronically to be used for the ordering of books or merchandise.
- Assist in the display of books or merchandise in store.
- Account for the monies collected from business transactions including balancing receipts and preparing cash deposits.
- Assist in the receiving and stocking or preparing of all incoming and outgoing shipments.
- Be competent in all aspects of the Vend POS system and the related equipment including cash registers and personal computer and printer applications.
- Keep clothing and merchandise on shelves neat and make sure bookshelves are stocked and books are straightened daily.



Education and Experience – An equivalent combination of education, training and experience will be considered.

- High school diploma/GED required
- Retail or customer service experience preferred

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position.

- Cash handling principles and practices;
- Customer service principles;
- Capable of using computer equipment, systems and software used in the management of retail operations.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office conditions, university conditions. This position is not substantially exposed to adverse environmental conditions.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below 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 essential functions.

- While performing the duties of this position, the employee is frequently required to stand, walk, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility and physical exertion; duties involve moving materials weighing 10-20 pounds frequently, 25-35 pounds occasionally. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines.