



JOB DESCRIPTION

JOB TITLE: Bookstore/Mercantile Clerk/Courier

REPORTS TO: CSC Farm Market Manager

STATUS: Part Time, non-exempt

LENGTH OF EMPLOYMENT: Part Time; 12 month

JOB OVERVIEW: Manage the seasonal bookstore operational needs and assist the Cowboy Mercantile. These responsibilities will include conduction of sales, deposits, ordering of inventory, stocking, miscellaneous gift items, display, etc. Bookstore/Mercantile Clerk/Courier must assist students, faculty, and staff on course materials and other related merchandise. Must be able to perform all types of tasks given and will assist with all program fundraisers and on campus events. Manage all types of tasks that must be completed at both locations at the campus.

DUTIES AND RESPONSIBILITIES:

- Wait on customers at the counter
- Assist students with proper selection of materials or other customer service needs
- Work with a variety of students/workers/team or program students in coordinating work schedules, work responsibilities and duties and store management.
- Coordinate and implement materials for large scale events including banquets; fundraisers, aggie day and all other division events.
- Keep facilities clean and in a manner that is presentable to the public
- Submit inventory stock; complete sales transactions; and build reports from a computerized system.
- Stock books, paper, CSC apparel, and other items
- Assist with inventory control duties
- Complete a daily courier run to Muskogee Campus to deliver and pickup interoffice mail.
- Ensure Warner Campus intercampus mail is delivered daily.
- Process outgoing packages for Mercantile/Bookstore utilizing postage machine.
- Ensure outgoing mail and packages for the Mercantile/Bookstore and Mailroom are delivered to the post office daily by the cut off time.
- Transport Bursar Office (both Warner and Muskogee) deposit to the bank daily.
- Serve as a back up to process outgoing mail utilizing postage machine.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be friendly and able to handle stressful situations
- Must have good customer service skills



- Must be able to accurately handle financial transactions
- Must have computer knowledge

EDUCATION/EXPERIENCE REQUIRED:

- High school diploma or equivalent
- Cash handling experience preferred

SPECIAL REQUIREMENTS:

- Must be able to work the hours that best serve the institutional needs of CSC
- Must be able to work at the location that best serves the institutional needs of CSC
- Must be able to bend, stoop, and lift up to 50 pounds

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____