



**JOB TITLE: Bookstore Operations Assistant    JOB CODE: Hourly**

Department Name: Business Services  
Reports To: Director of Auxiliary Services  
Location: Mt. Pleasant or Harrison Campus

EX/NE: Non - Exempt  
Pay: Grade 4, Per ESPA Agreement  
Last Revised: October 2019

**POSITION SUMMARY:**

Mid Michigan College seeks individuals who: value collegiality and mutual respect; use data in decision making; are innovative; are service minded; are goal oriented; strive to continually improve themselves and their work processes; are willing to collaborate and seek to add value in every interaction.

Responsible for the operational, clerical, technical duties related to maintaining the college campus store operations and assisting with the Laker Cafe.

**ESSENTIAL JOB FUNCTIONS:**

1. Serves as liaison with vendors to place orders for general merchandise and textbooks, utilizing catalogs and internet for comparison pricing to ensure optimal pricing for college stores.
2. Inputs semester course information, verifies textbook edition status and inputs term enrollment data by course in WinPrism system to be used in determining textbook order quantities.
3. Serves as front line contact for students, performing retail sales activities, including sales, buybacks and refunds. Processes special orders for departments, faculty and students.
4. Facilitates book buyback process for Campus Stores including register set up, signage, and scheduling. Assists Business Office with distribution of cash.
5. Packages textbooks for return shipment to publishers.
6. Coordinates purchasing (food items for resale and supplies) with Laker Café Hospitality Assistant. Assists with placing orders for both Campus Store and Laker Café. Responsible for and assists with Laker Café operations, including light catering duties and counter service as appropriate.
7. Assist with electronically receiving stock, reconciling quantities received and prices to purchase orders and processing invoices for payment. Responsible for tracking purchases from point of vendor shipment to delivery at Mid when appropriate.
8. Opens and/or closes store daily and is responsible for the store in Director of Auxiliary Service's absence. Prepares work schedules for student workers.
9. Organizes the store's inventory to portray a clean and orderly environment at all times. Responsible for the accuracy of store inventory in WinPrism and resolving discrepancies. Designs and maintains bookstore displays. Prepares store and coordinates pre-inventory tasks for annual physical inventory.
10. Responsible for balancing daily cash-out for Campus Store and Laker Cafe. Expanded balancing during "rush" periods involving reconciling any cash register, credit card or financial aid charge problems. Prepares daily deposits and reports discrepancies to Director of Auxiliary Services. Responsible for maintaining cash box.
11. Stocks vending machines with supplies.

12. Maintains Campus Store's website catalog. Adds new items and removes obsolete items as necessary.
13. Performs other duties as assigned.

## **BACKGROUND AND JOB REQUIREMENTS:**

### **Knowledge, Skills, Abilities:**

- Strong organizational and time management skills.
- Ability to develop effective relationships with faculty, administrators and students.
- Good communication and problem solving skills.
- Ability to work both as a member of a team and work independently, with minimal supervision.
- Strong customer service skills; ability to listen and resolve complaints in a timely and effective manner.
- Problem solving and mathematical skills.
- Ability to work effectively in a high volume, fast paced environment with accuracy.
- Computer skills and previous work experience using several applications to include word processing, creating and manipulating spreadsheets, posting and navigating websites, and data entry.

### **Education, Certification, Licensure:**

- Associate Degree required.
- Degree in Office, Clerical, or Business related field preferred.

### **Experience:**

- Minimum of 2 years of work experience in a retail/office environment required.
- 2-3 years retail experience preferred to include point-of-sale, cash reconciliation, cash handling experience, inventory management software and food service experience.

## **WORKING ENVIRONMENT:**

- The job responsibilities of this position are performed in an office building environment.
- There may be occasional travel to other college locations for meetings.
- There may be occasional travel for conferences/training.
- Duties are performed in an independent and team atmosphere. Continuous collaboration with team and supervisor will occur.
- The job requires moderate physical exertion, such as walking, standing, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (5- 50 pounds).
- Minimal discomfort due to heat, dust and noise may occur.
- Typical work schedule is 1<sup>st</sup> Shift 8:00am – 4:30pm with flexible or extended hours as approved by the Director of Auxiliary Services.

***Note: This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.***

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_