



POSITION ANNOUNCEMENT

Position: Bookstore Assistant (Part-time with benefits)

Job Description: Southwest Mississippi Community College is seeking a Bookstore Assistant to assist the Director of the Bookstore with the day to day operations of the Bookstore by helping customers with their needs, stocking and aiding the director in any way needed. Position is part-time and will include approximately 30 hours per week.

Duties and Responsibilities: Include but are not limited to:

- Waits on Bookstore customers; uses exemplary customer service.
- Helps unpack new stock
- Helps set up and maintain displays.
- Occasionally creates and submits purchase orders.
- Answer phone calls as needed.
- Occasionally runs errands such as delivering mail.
- Participates in periodic physical inventory counts.
- Aids in receiving and shipping of merchandise.
- This is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Director of the Bookstore, the Vice-President for Financial Affairs or by the President.

Salary: Based on experience.

Qualifications: High School Diploma or general education degree (GED) required; Associates or higher degree preferred. Potential employee must have a clear background and pre-employment drug screen.

Experience: One to three years of related work experience, or combination of education and experience commensurate with the requirements of this position.

Contact: Send cover letter, resume, and application to Becky Newman, Human Resources, 1156 College Drive, Summit, MS 39666-9029, Phone: 601-276-3841, Email: bnewman@smcc.edu.

Application Deadline: February 23, 2018

Posted: February 8, 2018

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.