



Office of Human Resources & Employee Relations
ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Bookstore Assistant 50% PT, 20 hours week/12 months)
 (Auxiliary Services)

Monday, Tuesday and Thursday: 8:00am – 2:00pm
Wednesday: 1:00pm – 6:00pm
 (Hours not to exceed 20 hrs per week. Exact work schedule to be determined by supervisor based on department needs and college hours of operation.)

SALARY: Range 12 \$1,660.40/mo. + benefits

DEADLINE: July 3, 2018
START DATE: TBD

BASIC FUNCTION:

Under the direction of Auxiliary Services, assists with bookstore operations by ordering supplemental and reference books, study materials, software and related items; receives, prices and shelves books; assists customers to obtain desired books and supplies. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Assists with college bookstore operations; maintains inventory control records of supplemental and reference books, study materials, Hallmark items, software and related items; maintains adequate inventory, return books as needed and maintains related records. (E)
- Assists the textbook buyer; call publishers for updated prices, new ISBN numbers and bundles, special orders and reports. (E)
- Receives, secures, researches, verifies, edits, and inputs textbook adoptions into textbook system for upcoming semesters. (E)
- Determines books and quantity to purchase; orders supplemental books and other materials by mail, telephone, fax, and computer and/or through sales representatives. (E)
- Maintains adequate trade books and references materials in the store. (E)
- Accepts and processes web orders for textbooks. (E)
- Receives and inspects books, stock, supplies, materials and equipment delivered to the bookstore; verify goods received against bills of lading or purchase orders; identify discrepancies, shortages and damages; inputs textbook and other merchandise data in computer and updates records of shipments received and transfer dates; maintains and update records of purchases, inventory, orders and goods received. (E)
- Calculates and verifies prices, tags and prepares books and supplies for shelving and sale; shrink-wraps and labels items. (E)
- Assists in periodic inventories; removes old supplies and books and prepares for discount or shipment; packages, wraps and ships packages; maintain records of weight and costs of shipments; enters data into computer to generate charge-back invoices, researches freight costs and records weight of shipments. (E) Assists customers in bookstore to find desired items, provides information and answers questions; operates cash register to make sales and process returns, adjustments or buy-backs. (E)
- Operates a variety of equipment including cash register, computer, charge card machine, calculator, typewriter, fax, microfiche reader and copier; maintains various records including reseller permits for software sales.

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES: (Continued)

- Assists customers in bookstore to find desired items, provides information and answers questions; operates cash register to make sales and process returns, adjustments or buy-backs. (E)
- Operates a variety of equipment including cash register, computer, charge card machine, calculator, typewriter, fax, microfiche reader and copier; maintains various records including reseller permits for software sales.
- Maintains bookstore in a clean, safe and orderly condition; provides direction to student assistants as assigned. (E)
- Plans, sets up and participates in promotional activities including author signings and window displays as assigned.
- Provides work direction to student workers and hourly paid employees. •
- Performs other related duties as may be assigned.

KNOWLEDGE OF:

- Standard college bookstore practices and procedures.
- Record-keeping techniques including stock control and inventory procedures.
- Appropriate publishers and suppliers and merchandising procedures.
- Methods and practices used in purchasing retail merchandise for sale.
- Purchasing methods and procedures.
- Purchase orders, invoices, shipping and receiving procedures.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.

ABILITY TO:

- Maintain adequate supply of textbooks and/or other bookstore merchandise.
- Plan and organize work.
- Meet schedules and time lines.
- Operate a cash register, typewriter, calculator and scale.
- Make rapid and accurate computations in connection with ordering and price-setting of retail merchandise. Assist customers in the use of the college bookstore.
- Maintain routine records.
- Perform a variety of clerical and sales duties according to bookstore policies and procedures.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and one year of experience assisting in buying and selling of merchandise and textbooks in a bookstore and/or retail environment.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to Student Workers and hour paid employees.

CONTACTS: Co- workers, publishers, wholesalers, other departmental personnel, faculty, UPS, FedEx, freight companies, and vendors.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and lifting up to 50 lbs. Dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS: Normal office environment.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 6:00pm Mon-Thurs and 11:30am on Fridays of the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter (addressing your interest and qualifications)
3. Résumé

The application must be filled out completely and signed. **Do not** indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311
Voice/Relay (661)722-6300 ext. 6360

Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday (7:30am – 11:30am)

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.