



Adrian College

Position Title:	Administrative Assistant to Bookstore
Purpose of Position:	Performs administrative assistant and cashier duties in the Bookstore
Classification:	Special Services
Education:	High School Graduate required
Supervision Received:	General Supervision; reports to Director of Auxiliary Services
Supervision Exercised:	May coordinate activities of student employees
Work Schedule:	Full-time during the academic year Tuesday - Saturday; Half-time during non-academic sessions. Some evenings and Sundays required
FLSA Classification:	Non-Exempt

Example of Duties:

This position involves all function related to stock and inventory, order processing, and head cashier responsibilities of the College Bookstore and administrative function to the Office of Auxiliary Services. The successful candidate will:

- Perform excellent customer service as the head cashier
- Well organized, able to stay on schedule with tasks, maintain display and work area in neat and clean manner
- Flexible, able to handle ever changing retail environment
- Work well with staff, faculty, students, and community verbally, and in writing, social media, and email communications
- Process receiving of merchandise and invoices for payment and credits on a timely basis
- Train student employees and other cashiers
- Perform other duties as assigned

Minimum requirements:

- Experience in retail environment
- Knowledge of general office practices and procedures
- Proficiency in computer skills: point-of-sales, inventory control, Microsoft EXCEL and WORD
- Knowledge in filing, cross-filing and alphabetizing
- Basic arithmetic and arithmetic calculations
- Ability to maintain detailed and clear written records
- Ability to concentrate on detailed projects during numerous interruptions by telephone and walk-in inquiries
- Must be able to perform duties within the normal bounds of an office environment including sitting and standing for long periods of time
- Must be able to lift, pull or push up to 50lbs. consistently without difficulty
- May be required to climb ladders and steps

Desired Qualifications:

- Extremely friendly
- Accounts payable experience
- Head cashier experience
- Previous administrative assistant experience
- Ability to exercise excellent human relation skills in establishing and maintaining effective relations with the college community
- Able to follow detailed oral and written instructions

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter, resume, and contact information for two references to Rachelle Duffy (rduffy@adrian.edu). Review of applications will begin immediately and will continue until the positions is filled.