



Savannah State University Position Description – Staff Assistant - Bookstore

POSITION DESCRIPTION

Position Title: Staff Assistant FLSA Status: Nonexempt
Reports to: Bookstore Manager
Department: Bookstore
Date Prepared: June 2003

BASIC FUNCTION

The Bookstore Staff Assistant must assist the Bookstore Manager with various tasks and assignments involving the SSU Bookstore, helping to make it a profitable bookstore in the College bookstore industry.

NATURE & SCOPE

Reporting directly to the Bookstore Manager, the incumbent coordinates the work of student employees while also handling the cash register and other operations throughout the store. Most work is assigned by the Bookstore Manager whom also must approve most decisions.

Requiring some specialized knowledge and training in either school or the position itself, the incumbent must assist the Bookstore Manager in the daily operation of the store including customer service, item ordering and computer data entry.

PRINCIPAL ACCOUNTABILITIES

- Operates cash register while providing customer service to students
- Compares and posts purchase orders and assigns numbers on bookstore MBS point of sales system.
- Stacks and re-stocks soft goods and other merchandise sold in the store in addition to displaying merchandise
- Sets up appointments with various vendors for buying soft goods and other miscellaneous items
- Posts sales from controller to AS400 on a daily basis in order to compile general merchandise sales details.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a high school education or GED equivalent in addition to skills and knowledge in operating the IBM cash register, basic computer skills, and knowledge in operating the MBS point of sales system.