

JOB ANNOUNCEMENT

Bookstore Assistant - PT

OPENING DATE: October 13, 2016
REVIEW DATE: October 21, 2016
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$14.51/hr.
HOURS: **Monday-Thursday 12:30 pm to 4:30 pm, and
Friday 11:30 am to 3:30 pm**

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U. S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

Assist with purchasing and sales activities of the Northwest Indian College Bookstore in accordance with the business plan developed by the Bookstore Advisory Committee. Work with Bookstore manager in making purchasing and pricing decisions. Assist in being a point of contact for the on-line bookstore. Aid in managing the activities including decisions concerning what will be offered for sale within the established policy. Provide day- to-day cashiering, presentation, stocking, and other duties required for the successful operation of the Bookstore.

DUTIES AND RESPONSIBILITIES

- Assist customers with purchases in the Bookstore.
- Ring up items and accept payment for purchases.
- Assist with entering inventory and pricing in P.O.S.
- Move, stock and straighten merchandise.
- Ensure food/snack items are rotated.
- Check in, price and assemble merchandise.
- Assist in the issuance of book vouchers.
- Assist with ordering of inventory.
- Assist manager with inventory control.

- Assist in the closeout process for the cash register.
- Ability to step in the absence of the manager.
- Prepare coffee.
- Ensure work areas are clean.
- Clean shelves by dusting and wiping them down.
- Other duties as assigned.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of issues regarding personalities and potential differences in opinions. Able to keep calm and work with patrons to resolve any issues that may arise.

QUALIFICATIONS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- High school diploma or equivalent (GED) required.
- At least 2 years of previous retail experience.
- Excellent customer service skills.
- Ability to be trained to operate the various pieces of equipment in the Bookstore.
- Must possess effective writing and verbal communication skills, as well being able to work in a team environment.
- Must be able to work independently or as a member of a team and meet deadlines.
- Ability to represent the College in a positive and professional manner.

Preferred qualifications:

- Previous work experience filling in for a retail manager that demonstrates the ability to work independently and responsibly.
- Previous work experience working in a tribal community preferred.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu