

Job Description

Title: Textbook Buyer	Salary Band: B22
CBA Position: KCSS	Band Range: \$33,756-\$47,259
Department: Bookstore	FY14 Budget:
Reporting Manager: Director of The Bookstore	Account Number:
Direct Reports: Yes	ICCB Class:
FLSA: Non-Exempt	KC Status (Class): Support Staff
Expected Hours of Work: 40	POSD:

Job Summary:

Responsible for the purchasing and sales duties for assigned functions, such as the sale of textbooks.

Supervisory Responsibilities: Yes, coordinates activities of part time or student workers.

Minimum Qualifications/Basic Job Requirements:

- High School Diploma
- 3-5 years retail experience in an institute of higher education

Illustrative Examples of Essential Functions:

- Orders textbooks to meet customer/students' needs; performs inventory checks and places orders as required.
- Responsible for the maintenance and proper placement of all textbooks
- Establish and manage the book buyback program each semester.
- Receives incoming shipments; verifies count; reports discrepancies.
- Process sales; makes changes; assists with the balancing of the cash drawers.
- Provide assistance as the point of contact for the departmental offices by answering general questions from faculty, staff, students, and members of the public.
- Provide support in departmental processes and requests of faculty, students, and staff as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is conducted in a busy retail environment with frequent interruptions
- Work is normally performed in an indoor setting; and this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the bookstore.
- This position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014