



American Samoa Community College
Bookstore Division
EMPLOYMENT OPPORTUNITY

Position Title: **Bookstore Cashier (2)**
Employment Status: Full Time 12 months (Career Service)

General Description:

The Bookstore Cashier reports directly to the Bookstore Officer of ASCC. He/she will perform cashier duties, provide customer service, and support the mission and goals set by the ASCC Bookstore. Additional duties include stocking of merchandise, taking inventory, keeping the bookstore clean and making deliveries to the different departments within the campus.

Responsibilities and Duties:

Administrative

- Maintain strict confidentiality of student information for privacy and security
- Provide exceptional customer service by presenting a positive and helpful image (in person, on email, and by phone)
- Assist students in finding and purchasing the correct educational materials, offering assistance with special requests, and providing information about ASCC bookstore services
- Monitor merchandise and advise supervisor of shortages
- Assist in fiscal year-end tasks in preparation for inventory
- Perform other related duties as required by the Bookstore Officer

Technical

- Perform bookstore cashier functions on Bookstore's point-of-sale system and the ASCC Colleague system
- Perform opening and closing functions
- Stock product on the floor; check packing slips/invoices
- Perform inventory checks and balances and ensure that shelves are correctly stocked and labeled correctly
- Maintain a clean and attractive retail and work environment

Planning

- Participate in the planning and execution of bookstore sales, promotions and events. This involves merchandising, product displays, signage, decorations, identifying and procuring appropriate prizes, and updating the "Info Monitor"

Minimum Qualifications:

- High School Diploma
- At least one (1) year of work experience in retail or a directly related field
- Ability to learn and apply Bookstore policies and procedures
- Knowledge of Family Education Rights and Privacy Act (FERPA)
- Knowledge of and skills in applying the principles of retail sales, including pricing, reordering, stocking and ensuring customer satisfaction with merchandise
- Ability to communicate clearly and listen actively
- Possesses proficient organizational and coordination skills

Salary Range: GS 12/04-08: \$15,723.00 - \$18,323.00 per annum

Application Deadline: November 26, 2021 no later than 4:00pm

Applications are available from the American Samoa Community College, Human Resources Office at 699-9155 Ext. 460/466/456/474, online at www.amsamoa.edu/employmentopportunities or by emailing ascchumanresources@amsamoa.edu.

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