



American Samoa Community College
Bookstore Division
IN-HOUSE EMPLOYMENT OPPORTUNITY

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

General Description:

This Bookstore Technician reports directly to the Bookstore Officer of ASCC. The successful candidate will perform all duties that are listed in the job description, and will support the mission and goals set by the Bookstore.

Responsibilities and Duties:

- Assist bookstore with cashier functions on Bookstore's Point-of-Sale system for confirming of closing daily
- Handle and secure transactions and cash, ensure balance at the end of the day, check receipts, and prepare for deposit.
- Assist Bookstore Manager with new book orders
- Prepare daily report on cash sales for Business Office, Bookstore Manager and Vice President of Administration and Finance. Track all daily sales of the Bookstore
- 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
- Perform inventory at the end of each quarter, ensure checks and balances, and do the quarterly report for the inventory
- Maintain all files and organize the weekly reports with new orders as they come in
- Maintain a clean and attractive retail and work environment
- Receive, price and shelve new books released by the Procurement Office
- Assist with Bookstore Profit and Loss Analysis for manager's review; do quarterly report, inventory report, and monthly sales report; and prepare daily report for cash sale and daily deposit
- Input charge sales for Financial Aid, VA, and Scholarships to Datatel for each student's account
- Perform Bookstore Technician functions and also serve as a backup for the Cashier and overall functions of the Bookstore
- Perform other duties as assigned by the Bookstore Officer

Minimum Qualification:

- High School Diploma

Preferred Qualifications:

- Associate's Degree
- At least two years of working experience in directly related field
- Ability to learn and apply Bookstore policies and procedures (SOP)
- Knowledge of Family Education Rights and Privacy Act (FERPA)

AMERICAN SAMOA COMMUNITY COLLEGE
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- Knowledge of and skills in applying the principles of retail sales including pricing, reordering, inventory stocking and ensuring customer satisfaction with merchandise
- Ability to communicate clearly and listen actively
- Proficient organizational and coordination skills

Salary Range: GS 13/04-08: \$18,340.00 - \$21,460.00 per annum

Application Deadline: November 29, 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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