



## BOOKSTORE SUPPORT SPECIALIST

The University of Rio Grande/Rio Grande Community College seeks a part-time Bookstore Support Specialist to begin immediately.

### POSITION SUMMARY:

Under general supervision, this position will be the lead coordinator of books/paperwork/supplies between the main campus bookstore and the three existing satellite stores (located in Jackson, Pomeroy, and Vinton OH). Is responsible for performing a variety of bookstore duties including cash sales, credit card purchases, reordering, invoicing, stocking and pricing of merchandise in the Bookstore, handling refunds for returned items and purchasing textbooks according to guidelines. Work requires considerable customer relations skills and handling large amounts of cash.

### MINIMUM QUALIFICATIONS:

- One-year certificate from college or technical school; three to six months related experience and/or training; or equivalent combination of education and experience.
- Knowledge of and skill in applying the principles of retail sales including pricing, reordering, stocking and ensuring customer satisfaction with merchandise.
- Knowledge of the line of merchandise sold in the Bookstore; ability to learn and apply Bookstore policies and procedures as they relate to the position; ability to apply the product knowledge gained to meet the customer's needs.
- Ability to keep accurate sales and inventory records.
- Ability to process inter-departmental and student charges.
- Ability to communicate effectively with a wide variety of publics.
- Ability to operate a calculator, pricing applicator, telephone, electronic cash register, computer, printer, copy machine, and t-shirt printing press.
- Ability to enter data into computer system; maintain confidentiality; carry out store opening/closing procedures.
- Ability to work occasional evenings, weekends, and overtime (as needed).
- Must possess a valid driver's license and good driving record.
- Must be able to lift 50 lbs.

### APPLICATION INSTRUCTIONS:

Qualified applicants must send a cover letter (detailing their interest and qualifications), current resume, as well as the names and contact information of at least three references to:

Mr. Chris Nourse  
Director of Human Resources  
Email: [HR@rio.edu](mailto:HR@rio.edu)  
Fax: 740.245.5266

Review of applications will begin immediately. Position is open until filled. Background check and official transcripts required prior to hire. For additional information about Rio, please visit: [www.rio.edu](http://www.rio.edu)

*The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship. The campus of the university and community college is nestled in the rolling hills of southeastern Ohio, and is adjacent to the original Bob Evans Farms and Homestead in Rio Grande. Rio is an Equal Opportunity & Affirmative Action Employer*