

MANUAL	SECTION			PAGE
Student Employment Office Office of Career Services	Student Job Description			1 / 1
				REVISED 11/88
SUBJECT	RANK	GROUP	CBC	PHYSICAL
<b><i>Retail Operations Sales Assistant</i></b>	x202	II	Yes	

DEFINITION:

Under the direct supervision of an Assistant Bookstore Manager. Additional direction may be received from the Bookstore General Manager. The Student Sales Assistant usually performs tasks related to: providing customer service, cash register operations, merchandise inventory management, and visual merchandising. Tasks which support the daily operation of the Campus Stores are to be performed with minimal supervision.

- (a) Operates a cash register, collecting payments.
- (b) Assists customers by providing information and aiding customers with merchandise location and selection.
- (c) Provides merchandise support by taking inventories, stocking the sales floor and making decisions regarding daily work priorities.
- (d) As directed, takes responsibility for coordination of designated sales departments. Responsibilities may include taking departmental inventories, markdowns and markups, stocking the sales floor and visual merchandising under the condition of limited supervision.
- (e) As directed, provides assistance to support areas of the operation. Responsibilities may include working in a customer service, shipping and receiving, accounting or similar department in a variety of roles under conditions of limited supervision.
- (f) Performs other duties as assigned.

BASIC QUALIFICATIONS:

At least nine months of retail experience is necessary for the position's responsibilities. Candidates must be able to demonstrate a basic understanding of positive customer contact, cash register operations, have good interpersonal skills and the ability to work with little supervision.