

MANUAL Student Employment Career Services	SECTION Student Job Description			PAGE 1 / 1 REVISOR 7/18
SUBJECT <i>Retail Operations Sales Assistant</i>	RANK x202	GROUP II	CBC	PHYSICAL

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 the following tasks:

- (a) Manages the cash register.
- (b) Aides customers with merchandise location and selection.
- (c) Responsible for doing inventory, reports, stocking the sales floor and delegating daily work priorities to other student staff members.
- (d) Coordinates the setup of the sale sections and visual merchandising.
- (e) Assist in areas with limited staffing. 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 (9) months of retail experience is necessary for the position's responsibilities. Candidates must be able to demonstrate customer service skills, cash register operations, have good interpersonal skills and the ability to work with little supervision.