PANOLA COLLEGE
JOB DESCRIPTION

JOB TITLE:	College Store Clerk – Part Time		FLSA status:	Non-Exempt

DEPARTMENT:	College Store	REPORTS TO:	College Store Manager

Position summary: Under direct supervision, this position assists with the maintenance and operations of a facility for the procurement and sale of textbooks, materials, merchandise and supplies. This position reports directly to the College Store Manager.

Position responsibilities:

- Assist with the stocking of textbooks, materials, supplies and merchandise for the College Store.
- Assist with the distribution and the delivery of campus mail.
- Assist students and employees as needed.
- Responsible for the College Store's web page, its upkeep, organization, and keeping merchandise updated for on-line sales.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate's degree preferred with at least 1 year experience directly related to the duties and responsibilities specified.
- Must have sales experience and working with the public.
- Must have strong computer skills and knowledge of web design.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to foster a cooperative work environment.
- Computer skills including web design.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/store work environment.
- Physical effort required; the employee must occasionally lift and/or move heavy boxes up to 75 pounds.
- No or very limited exposure to physical risk.
- Some travel required.