

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	College Store Clerk	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Bookstore	<b>REPORTS TO:</b>	College Store Manager
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**Position summary:** Under direct supervision, this position assists with the maintenance and operations of a facility for the procurement and sale of textbooks 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.
- Distributes and oversees the delivery of campus mail.
- Responsible for the daily cash receipts of the College Store including balancing and reconciliation of each cash register.
- Assist students and employees as needed.
- 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.

**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 needed.
- 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 up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.