

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	College Store Clerk	FLSA status:	Non-Exempt
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DEPARTMENT:	College Store	REPORTS TO:	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.
- Responsible for organizing and ordering graduation supplies.
- Responsible for social media accounts of the College Store.
- Assists in promotional activities and ideas to revolutionize the image of the College Store.
- Distributes and oversees campus mail and packages delivered to Panola College.
- 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 required.
- Marketing skills required and the ability to handle merchandise activities including stocking and display organization.
- Ability to handle inventory control processes and
- Ability to work with a diverse team in a fast-paced environment.
- Ability to be proactive, initiative, enthusiastic, flexible 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.