

## 2 Bookstore Associate Clerks, Part-Time

### POSITION VACANCY

HUMAN RESOURCES  
DEPARTMENT  
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

**Posting Date:** October 16, 2009

**Location:** May be assigned to any GTCC campus as need dictates.

**Appointment Period:** Contracts for regular positions are renewable each June 30<sup>th</sup> after successful completion of probationary period.

**Contact Information:** Human Resources

**Summary:**

Two part-time, 25 hour per week regular positions. He/She serves as the primary customer service contact to help ensure student, faculty and staff bookstore needs are met. The Associate Clerk uses a point of sale register to process sales in a timely, accurate and efficient manner; receipts money, checks, credit/debit cards, gift certificates and financial aid payments and reconciles their cash drawer to prepare a balanced bank deposit. He/She assists with ordering, receiving, pricing and merchandising store items and maintains the store in a neat, clean and orderly manner.

**Qualifications:**

High School Diploma or equivalency required. Associates degree in business or a related field preferred

Two years job related experience in a retail, customer service environment preferred Exhibits excellent customer service skills

Ability to work with automated and manual accounting/records systems

Experience in merchandising and organizing in a small size, high volume retail store

Proficient use of the ten-key calculator, computers and POS cash registers as well as other standard office equipment

Knowledge of basic math skills to accurately provide change, reconcile cash drawer and balance reports

Ability to display high levels of accuracy and trustworthiness

Acceptable criminal background check

Acceptable credit history report

**Application Deadline:** Open until filled.

**How to Apply:** A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. \*If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript.

Application for Evaluation is available at [International Education Evaluations, Inc.](#)

**ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!**

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE