Savannah Technical College is seeking a Bookstore Assistant for the Effingham Campus. Duties may include, but are not limited to: preparing monetary deposits, conducting inventory, operating a cash register, stocking and displaying merchandise, and other duties inherent to the daily functions of a retail establishment. Responsibilities may include asset management and/or merchandise receiving. Normal working hours will be Mon-Thurs 8:00AM – 6:00PM, and Friday 8:00AM- 12:00 NOON. May be required to work flexible hours during peak periods.

**Minimum Qualifications**
- Diploma in accounting, marketing, or related field and/or equivalent work experience in retail sales, marketing and merchandising with an emphasis in customer service required.
- Experience in the use of a point of sale system and inventory control is required.

**Preferred Qualifications**
- Associates Degree in accounting, marketing, business administration or related field and three years related work experience with an emphasis in customer service.
- Experience in marketing, merchandising, and/or accounting.
- Experience in bookstore environment.
- Excellent organizational and customer service skills to deal professionally with Savannah Technical College employees, students, and visitors.
- Experience with Winn Prism, Peoplesoft, Banner, and Microsoft Office Suite.
- Valid Driver’s License, insurability, and no major driving violations.

**Physical Demands**
Work is typically performed with the employee sitting at a desk, standing for extended periods, or stooping. The employee must be able to lift up to 50 pounds routinely, climb, stand for extended periods of time, reach bend, and stoop. The ability to speak clearly is required. The ability to hear and understand at a normal conversational level is required. Full range of hand and finger motion is required for data entry purposes.

**Salary/ Benefits**
Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Benefits package.

**Application Deadline**
For best consideration, applications should be received by October 19, 2012. Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit a completed Savannah Technical College Employment Application, a cover letter, and a resume (incomplete submissions will not be considered). Applications may be downloaded at: www.savannahtech.edu. Please submit the completed application, cover letter and resume to:

Savannah Technical College
Human Resources Department
5717 White Bluff Road
Savannah, GA 31405-5521

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). Invitation to Self-Identify. For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver’s License, proof of insurability, and/or a driver’s history report for positions involving state travel.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.