AUBURN
Human Resources

Asst II, Bookstore

Job Description

JOB INFORMATION

Job Code	EF06B
Job Description Title	Asst II, Bookstore
Pay Grade	SL02
Range Minimum	$29,550
33rd %	$33,000
Range Midpoint	$34,720
67th %	$36,440
Range Maximum	$39,890
Exemption Status	Non-Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

JOB SUMMARY

Provides customer service to Auburn University Bookstore customers, staff and the campus community including special orders, receiving, delivery, stockroom assistance, and maintenance.

RESPONSIBILITIES

- Provides specialized customer service by phone and in person to bookstore customers.
- Files and returns merchandise to companies and follows up on complaints.
- Purchases general merchandise to fulfill special order requests and to replenish core merchandise products.
- Distributes inventory to the appropriate bookstore departments; resets sales floor fixtures and helps stock as needed.
- Operates and maintains delivery van; schedule/performs vehicle service when needed.
- Makes deliveries to various departments/sites both on and off campus.
- May perform data entry on purchase orders and invoices.
- May perform general warehouse duties such as shipping and receiving, invoicing, basic custodial/general maintenance.
- May research vendor pricing and availability on bookstore items.
- May fulfill online orders, catalog orders, phone orders and counter orders.
- May operate cash register, and record transactions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	2 years of	Experience in retail sales and/or customer service	Or

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Standard knowledge of office functions.	And
Working knowledge of Auburn University administrative systems appropriate to the position.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.