



Position: Textbook Assistant (NON-STUDENT POSITION)
Department: Academic Materials – Textbook section
Location: Corvallis Main Campus Store
Status/Category: C (Part-Time less than 30 hrs/week); non-exempt; hourly

SUBMIT APPLICATION ONLINE AT: <https://osubeaverstore.com/employment.html>

RESPONSIBILITIES

Primary Duties

- Work with university faculty and textbook publishers on quarterly orders.
- Communicate with academic departments and faculty on verifying requisition record
- Call and web search on sites to verify course material listing/availability
- Maintain data files in a variety of forms.
- Assist customers on the sales floor, over the telephone, and online.
- Call in and/or process purchase orders
- Maintain consignments and Printing & Mailing accounts every term
- Set up and maintain inventory on the sales floor.

General Course Material division responsibilities

- Assist in setting shelves for upcoming Quarter terms
- Assist in shelving books upon arrival from warehouse
- Assist with end of term sell-back event
- Answer course materials and general bookstore information questions in person, phone, email or LiveChat
- Other duties as may be assigned by manager and/or supervisor

REQUIRED KNOWLEDGE SKILLS AND ABILITIES

Shall have demonstrated ability to:

- Effectively organize work and work areas for maximum productivity and efficiency
- Follow established company directives, policies and guidelines
- Maintain dependability in attendance and meeting deadlines
- Work independently and share responsibilities with other staff
- Effectively communicate in a professional manner utilizing excellent oral and written communication skills
- Use sound judgment when making decisions
- Analyze and organize detailed information
- Work in an open area work environment.
- Complete data input with speed and accuracy (will be tested)
- Communicate with a diverse population, including customers using English as a second language and faculty/staff at all educational levels
- Work a flexible schedule, including occasional weekend and evening hours

MINIMUM QUALIFICATIONS

- Experience working with vendors (orders, customer service, problem resolution)
- Experience working with internet tools for research and to access vendor sites

PREFERRED QUALIFICATIONS

- BS/BA or equivalent combination of coursework and experience at a four-year institution
- Experience in the college bookstore industry
- Knowledge of textbook management software systems

Physical Demands: Use a computer keyboard, read a computer screen; lift up to 30 pounds repeatedly; stand at customer service counter, bend/lift/stoop to stock books on shelves from floor level to above head level repeatedly.

Efforts have been made to develop a complete job description, however; please be aware that the duties and requirements listed herein are not the only duties, which you may be required to perform. The omissions of specific statements of duties does not exclude them from being assigned to you if the work is similar, related, a logical assignment to the position, or is necessary in an emergency situation.

By signing below, you acknowledge that you have read and understand the expectations of your position.

EMPLOYEE SIGNATURE

DATE