



Assistant Bookstore Manager

Hours	5 hours per week (approx.)
Term	1-3 Years
Supervisor	Brandon Board, bboard@ambs.edu
Compensation	\$11.35 per hour

Responsibilities include, but are not limited to:

- Processing and fulfilling online orders
- Maintaining inventory
 - Ensuring accurate inventory counts within Bookstore's system
 - Communicating with & ordering from vendors
- Communicating with customers, both online and in-store, regarding questions and problems with orders
- Manage cash drawer, maintaining accurate purchase and deposit records
- Assist with planning and coordinating bookstore marketing initiatives, including:
 - Social media presence
 - Sales & promotions
 - Book signings and other events
- May occasionally be asked to assist with library services/functions

Schedule is approximately 1 hour per day (M-F), which can be flexible to accommodate the employee's needs.

Qualified applicants are all of the following:

- Skilled in customer service, including relating to people of diverse ethnic/cultural groups
- Reliable and punctual; available to work shifts needed
- Able to stoop, bend, reach, lift 25+ lbs.; possess visual acuity

International students, persons of color and members of other underrepresented groups are encouraged to apply.

Successful completion of bookstore training is a condition of ongoing employment.

Business communication experience is desirable

Non-students (including student spouses) may be considered if no qualified students are available.

Posted at www.ambs.edu/admissions/student-employment on April 2, 2019