



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

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| Closing Date: | Until Filled |
| POSITION TITLE: | PT Bookstore Assistant |
| LOCATION: | Sitting Bull College Bookstore Fort Yates, ND |
| SALARY: | Support Staff LIV (\$15.00 per hour) |
| SUPERVISION: | Sitting Bull College Bookstore Manager |

SUMMARY OF WORK:

The Sitting Bull College Bookstore Assistant will assist the Bookstore Manager in providing services to its clientele and attend to the daily needs of the Bookstore.

DUTIES AND RESPONSIBILITIES:

1. Assist customers in the Bookstore.
2. Answer incoming telephone calls and respond to all inquiries.
3. Check email daily and respond to all inquiries.
4. Maintain, update, and organize SBC Bookstore social media sites.
5. Maintain, update and organize SBC Bookstore web site.
6. Package and send all phone and internet sales.
7. Participate in training opportunities.
8. Organize and maintain files.
9. Package and return unused books each semester
10. Pull and match all student invoices in both alphabetical and numerical order each semester
11. Perform general duties in stocking, inventorying, and retailing of promotional items, fashion items, food, and beverages in the Bookstore.
12. Invoice books and promotional items into the POS.
13. Run POS System for all cash and charge sales.
14. Other duties as assigned.

QUALIFICATIONS:

1. High school diploma or GED.
2. Customer service experience.
3. Retail experience.
4. Ability to communicate with the public.
5. General office skills.
6. Proficiency, or willingness to learn, Microsoft Office software applications.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA * EEO * M * F * V Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004
Any applicant not having the above documents enclosed will not be considered.