

STATE CENTER COMMUNITY COLLEGE DISTRICT  
BOOKSTORE ASSISTANT

DEFINITION

Under direction and very close supervision accomplishes basic retail functions in the bookstore.

DISTINGUISHING CHARACTERISTICS

This classification performs basic retail bookstore duties in accordance with clearly defined instructions and established procedures. This classification differs from higher levels by the responsibility for a very limited variety of routine and repetitive activities conducted under close supervision.

EXAMPLES OF DUTIES

Accomplishes simple assistance related to retail functions in the bookstore. Provides customer service, assists in locating merchandise, assists with stocking and inventory. Functions as a greeter and assists with backpack check-in/check-out.

EMPLOYMENT STANDARDS

Education: High School Diploma or equivalent.

Experience: No experience required.

Knowledge and Abilities: Ability to follow established policies and procedures. Have the ability to maintain cooperative working relationships with others, to include students and staff.

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Approved: December 18, 2002  
Salary Range: 31