

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION **Bookstore Assistant [Part-Time, Non-benefitted]**
APPLY BY **Position Open Until Filled**
HIRE DATE **TBD Upon Hire**

DIVISION Marketing/Public Relations
REPORTS TO Chief Communications Officer
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE April 29, 2026

SUMMARY

The Bookstore Assistant will participate in day-to-day operations in the bookstore. This position provides assistance to the Bookstore Manager and supports the manager in training and overseeing student workers to be effective on the sales floor and behind the counter. They will focus on customer relations, sales, daily deposits and reports, inventory, marketing and store events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with planning, organizing, and directing activities to meet College Bookstore merchandising needs and assure adequate and appropriate supply of products; assist with coordination and completion of inventory control activities; research and evaluate sources of supply; assist with ordering products according to inventory needs; contacting vendors, negotiating prices, specifications, conditions of delivery and other related issues as necessary.
- Assist with the supervision of receiving all merchandise, inspect and approve all incoming shipments. Maintain all shipping & receiving records including damages, shortages, returns, & freight claims. Investigate shipping options to ensure cost effectiveness
- Retail store duties; including front counter sales, display maintenance, customer service, etc. Assists with resolving customer concerns. Participates in the counting of money and issuing of change and receipts and assures the bookstore is maintained in a clean and orderly condition and coordinates the stocking of shelves and displays.
- Operation & maintenance of the point-of-sale (POS) system. This will include cash register sales, inventory record maintenance, receiving, opening & closing procedures (daily and monthly).
- Assists with ShopKey for Auto/Ag work orders.
- Assists with and maintains the return processes in coordination with the Bookstore Manager to ensure that the store receives proper credit while reducing write-offs. Communicates with vendors and/or shippers about any disparities and other related issues including the condition of course materials.
- Assist with planning and organizing the development and implementation of bookstore marketing functions and strategies; coordinate promotional activities to enhance Bookstore patronage; coordinate advertisements and promotional materials.
- Participate in the preparation and maintenance of financial and statistical records, reports and files related to sales, inventory; receive, prepare and distribute a variety of Bookstore correspondence.
- Provide work direction to student employees as needed.
- Other work duties as assigned.

Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals

Service Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and college goals

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities

Communications

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the college
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

TRAINING AND EXPERIENCE

- Associate's degree in accounting, business or marketing and a minimum of 2 years of related experience required; or equivalent combination of education and experience.
- Experience with Microsoft Office applications and the internet
- Experience with operating Point of Sale systems, maintaining and tracking inventory and bookstore operations preferred.
- Ability to work effectively in a team-based, quality environment and provide exceptional customer service
- Ability to effectively communicate, both orally and in writing
- Must be service-minded, adaptable and self-motivated

KNOWLEDGE

- Point of Service (P.O.S.) systems;
- Bookstore Operations;
- Mathematical Concepts;
- Inventory Principles and practices;
- Customer service principles;
- Retail operations;
- General accounting principles;
- Methods of preparing related documents;
- Applicable equipment, computers, and software

SKILLS

- Using a computer and related software applications;
- Providing customer service;
- Performing mathematical calculations;
- Monitoring and maintaining inventory and supplies;
- Operating P.O.S. systems;
- Website maintenance and graphic creation;
- Tracking and maintaining inventory;
- Preparing reports;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and other sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or **608.822.2314**. (TDD: 608.822.2072)

SALARY RANGES

A13 Hourly: \$19.56-\$23.11

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.