



# IVCCD

## NOTICE OF VACANCY

**POSTED INTERNALLY:**

6/20/2018

**MAY BE POSTED EXTERNALLY:**

6/25/2018

**POSITION:** Bookstore Associate

**STATUS:** Part-Time - 19 hours or less

Hours per week - 19 hours or less

**CLASSIFICATION:** Timesheet

**LOCATION:** Ellsworth Community College

**JOB SUMMARY:** Under general supervision, performs moderately complex and routine tasks. Exercises some independent decision-making in non-routine matters, however complex issues are referred to supervisor. Performs tasks and projects of a bookkeeping, clerical and/or administrative nature. Some exposure to confidential material. Part-time position not to exceed 19 hours per week.

**EDUCATION/EXPERIENCE:** High School diploma or high school equivalency diploma (HSED) required. Associate Degree preferred. One year related experience, minimum three years experience in an office environment required.

**ABILITIES:** Requires independent decision making, ability to exercise good judgment, and critical thinking skills. May work in an environment of shifting priorities, frequent interruptions, hectic pace, interaction with students, staff and/or the public. Working knowledge of computer software programs which may include Word, Excel, institutional mainframe computer system software, or similar programs. Excellent written communication skills including proficiency in business English, grammar, punctuation, and spelling. Ability to handle moderately to highly confidential matters and materials with discretion. Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines. Excellent customer service skills including phone and in-person reception etiquette. Proficiency with office machines including printers, copiers, fax, etc.

**WAGE RANGE:**

pay varies by position

### BENEFIT INFORMATION:

### TO APPLY:

Internal Applicants: must send a completed Internal Application Request form to [ivccdjobs@iavalley.edu](mailto:ivccdjobs@iavalley.edu). This form can be downloaded from ANGEL, under Intranet/HR. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.

If you experience issues completing the employment application online please update your web browser or use a different browser and try again.

External Applicants: Please click here for our online application [http://www.iavalley.edu/district/forms/affirmative\\_action.php](http://www.iavalley.edu/district/forms/affirmative_action.php).

Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.

Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.

Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.

Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.

**CLOSING DATE:** Open until filled

*IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.*

*Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.*