



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

9/25/2019

MAY BE POSTED EXTERNALLY:

9/30/2019

POSITION: Bookstore Associate
STATUS: Part-Time - 19 hours or less
Hours per week - 19

CLASSIFICATION TYPE:

LOCATION: Marshalltown Community College

JOB SUMMARY: POSITION: Bookstore Office Associate STATUS: Part-Time - 19 hours or less Hours per week - 19 CLASSIFICATION: Timesheet LOCATION: Marshalltown Community College JOB SUMMARY: Under general supervision, perform and ensure store operational standards are achieved through routine daily activities including shipping/receiving, invoices, inventory, housekeeping, etc. Performs tasks and projects of a bookkeeping, clerical and/or administrative nature. Exercises some independent decision-making in non-routine matters, however, complex issues are referred to manager. Perform quality communications with students, parents, faculty, staff, and the public through multiple platforms including posting to social media. Be able to perform general website maintenance and order fulfillment for the bookstore online store. Part-time position not to exceed 19 hours per week.

EDUCATION/ EXPERIENCE: 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: 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, and 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 email, phone and in-person reception etiquette. Proficiency with office machines including printers, copiers, fax, etc. Strong display of organizational, time management, relationship building, and communication skills essential. Be able to lift at least 50 pounds.

BASE WAGE:

BENEFIT INFORMATION:

TO APPLY: Internal Applicants: must send a completed Internal Application Request form to ivccdjobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. 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.

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.