

## **SECRETARY/BOOKSTORE MANAGER, PALESTINE CAMPUS**

### **GENERAL STATEMENT:**

Serve as coordinator of community services on the Palestine Campus and bookstore manager.

### **REPORTS TO:**

Provost, Palestine Campus (through Administrative Assistant)

### **OCCUPATIONAL GROUP:**

Secretarial and Clerical

**FLSA:** Non-Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

High school diploma or GED; Associate degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Three (3) years recent work experience in office or public relations.

#### **OTHER:**

Computer skills, accounting skills and good people skills.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as promoter and organizer of community service classes on the Palestine Campus through registration of students, collection and depositing of fees, and maintenance of records. Meet with continuing education classes on the first day, making sure the instructor has all needed supplies and forms.
- Develop postings for continuing education publicity. Keep current class fliers in racks. Deliver booklets to area businesses and mail requested information to potential students. Update hall sign with current information.
- Send schedule of classes to local advertising media and supply TVCC offices with current lists at the beginning of each semester.
- Serve as bookstore manager on the Palestine Campus. Maintain records of daily cash and charge receipts, deposits, and departmental charges. Maintain inventory through cooperation with bookstore manager on the Athens Campus, which includes pricing, stocking, ordering, and refunds. Conduct book buy-back each semester.
- Supply Palestine offices with current book price lists.
- Work closely with financial aid officer in maintaining proper records (charge accounts) for the student during registration. Make computer entries for all financial aid purchases and hand-written charge tickets for some. Reconcile daily computer report with tickets.
- Assist instructors in obtaining books and supplies. Record all purchases on charge ticket with instructor's signature. At the end of the month send to bookstore manager at Athens Campus.
- Assist Business Office with answering incoming calls concerning all aspects of College operation and routing to appropriate personnel.
- Route incoming students and visitors to appropriate offices and classes.
- Assist in Business Office as needed.
- Other duties as assigned by appropriate supervisory personnel.

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**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.
- Must be able to lift and carry 40 pounds.
- Bending, stooping and standing for long periods of time.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 03/27/07*

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