
Auburn University Job Description

Job Title:	Coord, Bookstore Cashiers	Level I	Grade 28 \$22,300 - \$37,200
Job Code:	EF04	Level II	Grade 29 \$25,000 - \$41,700
FLSA status:	Non-exempt		

Job Summary

Coordinates the student cashiers for the University Bookstore.

Essential Functions

1. Coordinates and trains the student cashiers on daily activities including (but not limited to) ordering merchandise and customer service.
2. Oversees the sundries category. Ensures merchandise is fully stocked and properly displayed.
3. Participates in the floor manager program.
4. Enters sales invoices of merchandise into computer system.
5. Coordinates the Bookstore's student scholarship program.
6. Schedules all student workers at all bookstore locations ensuring that all shifts are covered.
7. May be expected to open satellite retail store daily and on time. Secure store merchandise and restrict access to stockroom and safe.
8. Assists in receiving and stocking of merchandise. Assists in transferring merchandise physically and via data entry within the POS system between main and satellite store location.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in retail sales and cashiering

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, talking, hearing, .

Job occasionally requires walking, sitting, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/2/2020
