Employment Opportunity
*Bookstore Assistant I
CL06-31
(Part-time, *categorically-funded assignment)
Apply by: Friday, September 8, 2006 at 4:00 p.m.

About the Program
College bookstore services are provided at the Aptos campus and the Watsonville Center in south Santa Cruz County. The currently advertised part-time assignment will perform bookstore services at the Watsonville location, however, this assignment may be relocated to other campus sites as college bookstore needs require. In addition, a bookstore assistant position eligibility pool may be established in order to fill other full, part-time or substitute assignments as needs arise.

Examples of Duties
Under the supervision of the Bookstore Manager:
• Greets customers, including students, faculty, administration and the public, and assists them in locating and selecting the appropriate books, instructional supplies and general merchandise
• May provide bilingual services to monolingual and limited English speaking customers
• Receives money, operates a cash register, makes change, writes up charge sales and bags purchases
• Totals and balances receipts at end of assigned shift
• Receives special customer orders and gives the information to the appropriate buying staff
• Issues refunds in accordance with specified guidelines
• Receives books, instructional supplies and general merchandise
• Checks shipments against packing documents and notes discrepancies
• Prices merchandise according to established guidelines
• Places goods on retail shelves or displays or stores in a designated location
• Prepares special displays for merchandise
• Maintains inventory records and assists in taking physical inventory as required
• Packs and processes merchandise for shipping; maintains the bookstore in a clean and orderly condition
• Provides work direction to student assistants
• Performs related duties as required or assigned
Qualifications  Equivalent to graduation from high school.

Knowledge of:

- Correct business English, particularly related to verbal communication
- Business mathematics
- Basic retail sales and customer service principles and practices
- Basic office procedures, including filing and recordkeeping
- Basic cash control and cash balancing procedures

Skill in:

- Providing assistance to customers, including students, faculty, administration and the public
- Counting cash, totaling sales, and making change accurately
- Using initiative and sound judgment within established procedural guidelines
- Maintaining accurate logs and records related to work performed
- Providing work instruction and direction to student assistants
- Understanding and carrying out oral and written directions
- Establishing and maintaining effective working relations with those contacted in the course of the work

Other Requirements:

- Must possess sufficient strength and stamina to stand for several hours and to lift and carry boxes weighing up to 40 pounds
- Must be willing to work weekends and off-hours shifts, depending upon bookstore opening hours

Desirable:

- Some experience in a retail setting, including operating a cash register
- Bilingual skill in English/Spanish

Salary  *$1108.20 to $1223.40 per month to start, plus fringe benefits; seven-step schedule to $1488 per month; 60% part-time, categorically funded assignment, 10 months per year; Monday through Thursday, 1:45 p.m. to 6:45 p.m. and Friday, 10:00 a.m. to 2:00 p.m. Position scheduled to begin as soon as possible, contingent on categorical funding and Governing Board ratification.

* Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined.
Cabrillo College provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents for medical, dental, life insurance and long-term disability insurance. **Please Note:** Employees who work partial contracts receive a pro rata stipend based on the percentage of assignment.

The Service Employees International Union Local 415 is the exclusive bargaining representative for Cabrillo College classified employees. Each employee hired into a classified position shall contribute to the administration of this contract by membership dues or service fee or charitable contribution at a rate of 1.255% of gross salary per month.

**How to Apply** Application forms may be obtained through our web site: [http://www.cabrillo.edu/services/hr/apps/index.html](http://www.cabrillo.edu/services/hr/apps/index.html) OR our office location noted below.

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
or fax to: (831) 477-3545  
**Email transmittals are not accepted**

*EACH APPLICANT MUST SUBMIT:*

a) Completed and signed Cabrillo College application  
b) Resume – job related  
c) One to three letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) Criminal History Inquiry Supplemental to Application

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.*

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure** Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted and cleared, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline** All application materials MUST be received in the Human Resources Department by:  
4:00 p.m., Friday, September 8, 2006. (No postmarks or E-mail transmittals will be accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.