



Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105

Telephone : (605)-856-8100

www.Sintegleska.edu

ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Bookstore Assistant	Department : Book Store-Finance
Supervisor : Book Store Manager	Contract : Part-Time-20-40 hrs./week.

Job Summary:

In the role of Book Store Assistant in the Book Store, assist with all operations of the University Bookstore.

Duties & Responsibilities:

- Assist Bookstore Manager to oversee all daily operations of the Bookstore.
- Assist with the direct mail sales of books and merchandise. This to include acquisition of items, processing of orders, producing advertising materials, maintaining inventory, seeking new product lines and maintaining all inventory records and financial and accounting records of the above under the supervision of the bookstore manager.
- Assist in maintaining non-academic functions of the Bookstore such as sales of sundries, concessions and promotional materials.
- Assist with the placement of semester textbook and instructional material orders; maintenance of instructional material inventory records; transmittal of financial reports, cash receipts and other documentation to the Finance office; and the student, staff and departmental accounts receivable records.
- Assist with the annual inventory on September 30, as well as inventory control.
- Opening and closing of the store.
- Assist with daily cash sales.
- Assist with restocking of the inventory.
- Assist with the maintenance of the store area as well as the storage area.
- Assist with filing.
- Be available during normal working hours and also willing to work flexible hours to carry out the above mentioned duties.
- Other related duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

Qualifications & Experience:

- ❖ High School Diploma or GED Certificate.
- ❖ An AA degree or certificate in computers, data entry, secretarial or related field preferred.
- ❖ Must possess a valid driver's license.
- ❖ Have experience with the Jenzabar Software and be proficient in Microsoft Word.
- ❖ Must be willing to learn new technology/software, as needed

Confidentiality:

The SGU employee agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Verification of College Degree(s), Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email vijayakumar.chebrolu@sintegleska.edu. Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.