

Bookstore Clerk
(Administrative Support I)

University of Pittsburgh at Greensburg
(Full-Time position)

Application Procedures and Job Duties

Application Procedures and Requirements:

- Complete and submit a University of Pittsburgh Staff Employment Application form. This form can be found on our web site www.upg.pitt.edu (Employment).
- Submit a cover letter and resume.
- You may also apply directly through PittSource: www.pittsource.com. Select Position Number 0006903.
- Applications will be accepted until 5:00 p.m. on Friday, October 16, 2009 or until the position is filled. Completed packets may be mailed to or will be accepted in Room 103 Lynch Hall, 150 Finoli Drive, Greensburg, PA 15601 between the hours of 8:30 a.m. and 5:00 p.m., Monday – Friday.

Only those candidates selected for an interview will be contacted.

Job Duties:

- Must be available to work a flexible schedule that includes day, evening, and occasional weekend hours. Normal working hours are Monday-Thursday, 10:30 a.m. to 7:00 p.m., and Friday, 8:30 a.m. to 5:00 p.m.
- Must have excellent oral and written communication skills, pleasant attitude and business-like manner for performing customer service and telephone work, as well as helping to supervise student employees.
- Must have ability to ring register, display general knowledge of all aspects of the Bookstore, and perform basic problem solving skills.
- Must have high degree of accuracy, organization and attention to detail in processing book returns, inventory and inventory control, coordinating, stocking, pricing, displaying, and recordkeeping of bookstore materials and supplies.
- Must have ability to stand for long periods of time, to lift heavy boxes when stocking and receiving book returns.
- Must perform general cleaning of stock and displays.
- Other related duties as assigned.

Education/Work Experience Requirements:

- High School diploma or GED.
- At least one year of related experience.
- Computer literate in Microsoft Office.
- Internet experience desired.

Other Requirements:

- Pennsylvania State Police Criminal Record Check.
- Three references, two of which must be professional in nature.

Salary:

- Current monthly salary range is \$1,259 - \$1,744.
- Generous University benefits package.

Job No. 09-10-01

The University of Pittsburgh is an Affirmative Action, Equal Opportunity Employer