



# MARION MILITARY INSTITUTE

1101 Washington Street, Marion, Alabama 36756

## INTENT TO EMPLOY

Posting Date: November 19, 2018

**POSITION: Internal Posting (Bookstore Manager) This position is posted in compliance with Alabama Code §16-22-15. It is the intent to place a current employee in this position.**

### MINIMUM QUALIFICATIONS:

- High School Diploma or equivalency.
- At least five years' retail management experience.

### PREFERRED QUALIFICATIONS:

- **Associate Degree**

### ESSENTIAL DUTIES:

- Assure maintenance of adequate inventory levels of merchandise and proper textbooks and supplies for the bookstore; Work with the Director of Auxiliary Services to estimate sales levels, determine and order needed supplies to maintain inventory levels; conduct annual physical inventories for the bookstore.
- Assist with issuing books and all items pertaining to classes.
- Ensure assigned working areas are open during the posted hours, with requires arriving at least five minutes beforehand.
- Process customer orders receiving cash, checks, or credit card as payment of merchandise and therefore the cash drawer and all applicable accounting forms/reports during their shift.
- Responsible for closing the daily books and balancing out the cash drawer on a daily basis as instructed by the Director of Auxiliary Services.
- Operate a variety of equipment, including a cash register, adding machine, calculator, computer, fax, and copier.
- Respond to customer questions and complaints about merchandise, books and book returns in a professional way.
- Maintain items, photographs, descriptions and pricing on website. Handle all website transactions from receiving website warehouse inventory through sales, shipping and reconciliation of inventory and daily books.
- Responsible for following publishers return policies, returning excess or overstock of textbooks to the publishers and following up on the paperwork and the return in Aliant. Have copies of all transactions ready to assist the Director of Auxiliary Services in balancing vendor statements.
- Responsible for the sale of overstock, non-returnable textbooks to third party vendors and following up on the paperwork and the return in Aliant.
- Keep shelves stocked, clean, and products displayed properly (moved forward).
- Keep all areas of responsibility clean and neat.
- Adhere to all state policies and procedures.

- Perform other duties and special projects as assigned.
- Ensure all doors are secured and locked during any breaks, at lunch and at the end of the day.
- Provides superior customer service and shows respect to all college constituents
- Ability to work flexible hours.

**SALARY: Salary Schedule H35 \$24,285.80-27,150.20**

**PROJECTED START DATE: ASAP**

**APPLICATION DEADLINE/PROCEDURE:**

1. Complete application files must be received in the Human Resources Department by December 10, 2018 at 4:30 p.m.
2. A complete application package consists of:
  - MMI employment application (completed and signed)
  - Letter of interest
  - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
  - Copy of high school diploma or GED and all college transcripts (if a degree is required) [Note: Applicants should submit **ONLY** those transcripts from institutions where degrees were awarded (Associates degree or higher. Official transcripts will be required if you are offered the position)].
  - Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature.
3. Applicant files that are not complete by the closing date will not be considered.
4. The College may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant must submit employment verifications from current and prior education employers.
6. Application forms are available from and should be returned to:

**Marion Military Institute**  
**Human Resources**  
**1101 Washington Street**  
**Marion, Alabama 36756**  
**(334)683.2368**  
[cfields@marionmilitary.edu](mailto:cfields@marionmilitary.edu)  
[www.marionmilitary.edu](http://www.marionmilitary.edu)

**NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.**

**MARION MILITARY INSTITUTE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.**

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A selection committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the College President for consideration. The President may select one of the recommended applicants to fill the vacancy or may

choose to reopen the application and selection process. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify use at (334) 683.2368.

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MMI is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Marion Military Institute will make reasonable accommodations for qualified disabled applications or employees. The school reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Marion Military Institute is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.