

NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



Position: Cashier
Search #2011-11
Jackets and Company
Some Saturdays required 9:00 am to 1:00 p.m.
(Hours may vary and overtime is required during peak periods)
Travel to COT and Downtown campuses as necessary is required

Starting Salary: \$10.037

Department: Jackets and Company
Montana State University Billings

Date to Start: As soon as possible after closing

Bargaining Unit: Montana Public Employees Association (MPEA)

Description: Under direct supervision of the Director, Jackets and Company, this position is responsible for 1) acting as the cashier for any assigned Jackets and Company location; 2) assists in the checking in, pricing, merchandising, advertising, promotion and selling of all textbooks, general school and office supplies, food and snack items and apparel; 3) assist in the book buyback process as required.

POSITION RESPONSIBILITIES

- Operates the MBS point of sale IBM 4690 cash register to process all customer purchases to include cash, credit card, special charge or departmental charge.
- Assists customers with the selection of merchandise to include textbooks, school supplies, food, apparel, and miscellaneous merchandise and recommends alternative products.
- Maintains clean, well merchandised displays and replenishes stock as needed from back stock.
- Assists in the maintenance of all inventory control to ensure adequate stock is available for sale and informs coordinator of all merchandise that needs to be ordered.
- Assists in selecting merchandise to be sold at Jackets and Company collaborating with the buyers.
- Assists in the receiving of all merchandise by checking merchandise against purchase orders, packing slips and/or invoices to ensure accuracy of merchandise received.
- Prices all merchandise for resale and merchandises all goods on the sales floor in an orderly and professional manner.
- Assists in the set up and operation of special sales events as required.
- Assists customers with textbook inquiries using the AS/400 database and IBM client access software to ensure accuracy of textbook purchases by customers. Using this database, assists customers with inquiries by telephone or mail.
- Assists all Jackets and Company staff with the maintenance of the point of sale databases by updating information, notifying buyers of SKU changes and verifying accuracy of merchandise prices against SKU databases.
- Assists with the training of student and hourly employees in the proper use of the IBM 4690 cash register and the proper methods of processing customer purchases as needed.
- Responsible for opening and closing of assigned Jackets and Company location as directed or needed. Secures cash from the vault, verifies beginning cash balance, opens the store for business, closes the store at the end of the business day, secures cash in the vault and performs any other required duties as assigned.
- Assists with the preparation for and participates in the annual physical inventory by effectively organizing merchandise, preparing merchandise for counting and physically counting merchandise and entering SKU and physical counts into the point of sale unit for transfer to the AS/400 mainframe.
- Assists with the return of merchandise to vendors by verifying merchandise against the chargeback form, removing all pricing marks, packaging merchandise effectively to minimize damage, preparing the package for transport by UPS or truck.
- Performs other related Jackets and Company tasks as assigned.
- Willingness to work evenings, weekends, or other non-traditional work schedules as necessary

REQUIRED QUALIFICATIONS:

- Proven experience using a retail POS system.
- Proven experience in retail customer service industry.
- Evidence of the ability to work with a team and independently.
- Strong communication, interpersonal, and organizational skills, with the added ability to provide attention to detail.
- Ability to adapt to changing priorities and workload as necessary.
- Willingness to be flexible and adaptable to changing needs and demands.
- Strong working knowledge of Microsoft Office including Excel, Word, PowerPoint, etc.
- Proven ability to work under pressure to meet deadlines in a busy retail environment.
- Possess or be eligible to obtain a valid Montana Driver's License.

PREFERRED QUALIFICATIONS:

- MBS Systems or equivalent, familiarity with IBM 4690 and IBM Sure POS register operations to order, maintain, track inventory levels, and evaluate sales.
- Ability to work with traditional, non-traditional and minority students.
- Knowledge of the college textbook industry, publishers' policies and industry trends.

REVIEW DATE: Applications received by **August 11, 2010** will be given preference review; however, the position is open until filled.

APPLICATION PROCESS: Submit **1.) a Letter of Application** addressing each of the above qualifications, **2) Resume**, **3.) a List of Three (3) Current References** including names, addresses and telephone numbers and the **4.) Authorization for Background Check Form** to:

Human Resources Office
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298
Phone: 406/657-2278
Fax: 406/657-2120
<http://www.msubillings.edu>
employment@msubillings.edu

Criminal Background Investigation is required prior to Offer of Employment.
(In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the MSU-Billings Crime Statistics of Specified Crimes is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall, Room 310.

MONTANA STATE UNIVERSITY-BILLINGS IS AN ADA/AA/EEO EMPLOYER.

Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU-Billings, for more information regarding preference or accommodations (406/657-2278/TTY).