



CANKDESKA CIKANA COMMUNITY COLLEGE

PO BOX 269
FORT TOTTEN, NORTH DAKOTA 58335
(701) 766-4415

VACANCY ANNOUNCEMENT

Position Title: Bookstore Manager
Supervisor: Vice President of Finance
Opening Date: June 1, 2011
Closing Date: June 27, 2011
Salary: DOQ

QUALIFICATIONS:

- Strong computer literacy skills
- Strong organizational & multi-tasking skills
- Strong verbal and written communication skills
- Strong understanding of inventory control
- Commitment to professional standards of confidentiality
- Minimum of an Associate's degree in Accounting or Business Administration (preferred) or related field; Bachelors degree preferred

JOB DUTIES & RESPONSIBILITIES:

- Maintain student records in EMPOWER software
- Prepare and send student billing statements on a regular basis
- Prepare check requests when disbursing financial aid-deducting when necessary balances from student bills
- Prepare monthly postage and copy charges for programs
- Work with faculty in ordering correct text books to be ready for sale on the 1st day of classes
- Maintain perpetual inventory; comparing physical and POS system counts several times throughout the year
- Sell books and update student bills accordingly as well as organizing the book buy-backs at the end of each semester
- Order, sell, and inventory the merchandise products
- Involvement in college/community activities is emphasized along with participation in 1-2 College Accreditation Teams
- Other duties as assigned by the Vice President of Finance

GENERAL INFORMATION: A complete application shall consist of cover letter, resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at www.littlehoop.edu

STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.