

TITLE: Bookstore Clerk

DEPARTMENT/DIVISION: Bookstore

REPORTS TO: Director of Bookstore Operations

CLASSIFICATION: Classified, Full-Time

SALARY RANGE: \$28,000 - \$30,000, based on education and experience

POSITION SUMMARY

The SSC Bookstore Clerk is a huge part of a small team serving a diverse population of students, staff, and visitors. The principal duty in this position will be assisting customers on the sales floor, as well as filing and shipping packages. The successful candidate will be flexible, computer literate, and team oriented. Position may be asked to supervise student workers on occasion.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Operates a Point of Sale system.
- Assists customers on the sales floor.
- Properly accounts for transactions at the end of each working day.
- Uses multiple, varied computer applications.
- Assists with textbooks rush, buyback, and SSC-sponsored events, including some evenings and weekends.
- Places orders on behalf of campus departments using multiple vendors.
- Processes and stocks merchandise.

OTHER DUTIES AND RESPONSIBILITIES

- Serves as back-up eCommerce clerk.
- Assists Director with textbook management duties, such as printing labels and shipping/receiving.
- Runs daily operations of the Bookstore in the absence of the Director, including opening and closing the store.
- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. Knowledge:** High School Diploma or equivalent and one year of customer service experience in a retail environment are required. Experience in a college environment and/or textbooks preferred.
- B. Skills:** General proficiency with desktop computers is essential; specifically the ability to create, manipulate, and utilize spreadsheets and word processing documents. Should be able to run a cash register and do light troubleshooting when issues arise. Must have a customer-centered outlook.
- C. Abilities:** Must be able to: move boxes weighing up to 50 pounds from the floor to a height of 3 feet; manipulate small objects such as coins; communicate effectively with customers; understand spoken and written instructions.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **June 22, 2026** are assured of receiving full consideration. Salary is \$28,000 - \$30,000, commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. Employment is subject to successful completion of a background check. *The filling of the position is contingent on available funding.*

To apply, please send letter of application, resumé, copies of all academic transcripts, and the name and phone numbers for three professional references to:

E-Mail: hr@sscok.edu

and/or

Mail: Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

SSC participates in E-verify.
Posted June 8, 2026