

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Bursar/Bookstore Manager
Supervisor: Dean of Student Services
Opening Date:
Closing Date:
Salary:

QUALIFICATIONS:

- Bachelor's degree in business, education, management, marketing, or related field from an accredited institution.
- Prior merchandising experience.
- Excellent communication and customer service skills are needed to collaborate with students, faculty, staff, and the community.

JOB DUTIES & RESPONSIBILITIES:

- Maintain student records in EMPOWER software.
- Apply financial aid to student accounts each semester and as needed.
- Prepare and send student billing statements each semester.
- Work with faculty in ordering correct text books to be available by the dates according to the academic calendar each semester.
- Maintain textbook inventory by ISBN numbers to be available on CCCC website.
- Clearly distinguish between new and used book prices.
- Display texts in the store by course number for easy access to students.
- Assist students in finding correct texts and other material needed for class.
- Maintain perpetual inventory; comparing physical and POS system counts several times throughout the year.
- Sell books and record charges to student bills.
- Organize book buy-backs at the end of the semester.
- Maintain merchandise inventory – clothing, school supplies, etc.
- Display merchandise in an appealing manner and keep inventory “fresh” with up to date styles.
- Maintain store shelves by removing dated inventory.
- Conduct a physical inventory at fiscal year-end in a timely manner.
- Involvement in college/community activities is emphasized.
- Collaborate with other areas within the college to provide marketing, outreach, and recruitment of students.
- Cross-train in other areas of student services to better provide customer service to students.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to sheri.diehl@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

