



POSITION VACANCY ANNOUNCEMENT

PART-TIME BOOKSTORE EMPLOYEE

Position Summary

Jefferson Davis Community College is seeking a part-time bookstore employee to work on an “as needed basis” in the Brewton Campus Bookstore. The employee will perform routine clerk duties associated with the issuance of textbooks and school supplies to students, faculty and students as well as assisting the Bookstore Clerk in maintaining inventory. The employee will work under the direct supervision of the Bookstore Clerk.

Position Requirements/Qualifications

- High school diploma or GED required
- Demonstrated computer skills and ability to conduct sales transactions using a computer are required
- Retail sales experience is preferred
- Experience in handling cash and making cash transactions preferred

Salary: Hourly rate with no benefits

Applicant must submit a JDCC Application for Employment in order to be considered for this position.

Send completed application to:

Office of Administration and Personnel
Jefferson Davis Community College
P. O. Box 958
Brewton, AL 36427-0958

Jefferson Davis Community College Application for Employment Form is available from:

Office of Administration and Personnel
Jefferson Davis Community College
P. O. Box 958
Brewton, AL 36427
Phone: (251) 809-1530
and on the JDCC web page at:
www.jdcc.edu

It is the official policy of the Alabama State Board of Education and Jefferson Davis Community College that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be submitted to discrimination under any program, activity, or employment.