

## Job Description

Title: Textbook Buyer

CBA Position:KCSS

DepartmentBookstore

Reporting Manager:Director of Bookstore

xAbility to effectively manage multiple and competing priorities

xDemonstrate clear and effective written and verbal communication skills

xProvide strong and clear communication, customer service, and interpersonal skills

xSelf-initiative and ability to work independently

x

## Workload Summary:

*(Special physical requirements necessary for performance of the job)*

xWork is conducted in a busy retail environment with frequent interruptions

xWork is normally performed in an indoor setting; and this position requires reaching, standing, walking, repetitive motions for the appropriate maintenance of the bookstore.

xThis position requires activity that may require incumbent to lift 50lbs on occasion; 20lbs frequently, and 10lbs consistently.

## Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

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