

Bookstore Sales Clerk
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258831>

Downloaded On: Jun. 30, 2025 11:13pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

Job Title Bookstore Sales Clerk
Department Facilities
Institution San Diego Community College District
San Diego, California

Date Posted Jun. 30, 2025

Application Deadline 07/18/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6327278>

Apply By Email

Job Description

Image not found or type unknown



Bookstore Sales Clerk

San Diego Community College District

Closing Date: 7/18/2025

Position Number: 008244

Location: District

Position Type:

Bookstore Sales Clerk
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258831>

Downloaded On: Jun. 30, 2025 11:13pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

Classified

The Position:

Posting Details (Default Section)

Closing Date: 07/18/2025 Open Until Filled No Classification Title Bookstore Sales Clerk Working Title Bookstore Sales Clerk Recruitment Limits Location District Pay Information Range 14 (\$5,389.17) per month based on the current [Classified salary schedule](#). New employees will begin on Step L (\$5,389.17). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks, salary schedules and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 008244 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit AFT - Classified Professionals Range 14 Department Facilities The Position Applications are currently being accepted for Bookstore Sales Clerk in the Mesa Campus Store, located at Mesa College Hours are 7:15 a.m. - 4:30 p.m. Monday thru Thursday; 7:15 a.m. -12:30 p.m. Friday; Saturdays and extended hours during the beginning of the semester. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor. Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications

- **Customer Service** - Ability to provide prompt, efficient, and courteous service to students, staff, and the public.
- **Cash Handling** - Operate cash registers, process refunds, make change, and verify cash receipts.
- **Inventory Management** - Receive, stock, and organize merchandise; conduct periodic inventories.
- **Communication** - Strong oral and written communication skills to assist customers and coordinate with staff.
- **Experience in Retail Sales** - At least one year of retail experience, particularly in a bookstore or similar setting.

Bookstore Sales Clerk
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258831>

Downloaded On: Jun. 30, 2025 11:13pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

- **Knowledge of Salesmanship Techniques** - Familiarity with effective product display and customer persuasion strategies.
- **Basic Math Proficiency** - Ability to make accurate arithmetic calculations for sales and inventory.
- **Technical Knowledge** - Understanding of bookstore operations, including use of POS systems and office equipment.
- **Record-Keeping Skills** - Experience maintaining accurate sales, inventory, and customer records.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will **not** be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Resume;
3. Cover Letter; AND,
4. Three (3) Professional References.

Bookstore Sales Clerk
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258831>

Downloaded On: Jun. 30, 2025 11:13pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form**; AND,
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01791

Major Responsibilities:

Qualifications:

Desired Qualifications:

- **Customer Service** - Ability to provide prompt, efficient, and courteous service to students, staff, and the public.
- **Cash Handling** - Operate cash registers, process refunds, make change, and verify cash receipts.
- **Inventory Management** - Receive, stock, and organize merchandise; conduct periodic

Bookstore Sales Clerk
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258831>

Downloaded On: Jun. 30, 2025 11:13pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

inventories.

- **Communication** - Strong oral and written communication skills to assist customers and coordinate with staff.
- **Experience in Retail Sales** - At least one year of retail experience, particularly in a bookstore or similar setting.
- **Knowledge of Salesmanship Techniques** - Familiarity with effective product display and customer persuasion strategies.
- **Basic Math Proficiency** - Ability to make accurate arithmetic calculations for sales and inventory.
- **Technical Knowledge** - Understanding of bookstore operations, including use of POS systems and office equipment.
- **Record-Keeping Skills** - Experience maintaining accurate sales, inventory, and customer records.

Licenses:

Pay Information:

Range 14 (\$5,389.17) per month based on the current [Classified salary schedule](#). New employees will begin on Step L (\$5,389.17). Step placement is non-negotiable. Promoted or transferred employees will be placed as specified in the CBA. This position is FLSA Non-exempt (may accrue overtime). Excellent Benefits are provided to all Contract employees with assignments greater than, or equal to, 50% (0.50 FTE) and all eligible dependents. A temporary probationary period will apply to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements/handbooks, salary schedules and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Bookstore Sales Clerk
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=258831>

Downloaded On: Jun. 30, 2025 11:13pm

Posted Jun. 30, 2025, set to expire Jul. 1, 2025

Contact

Facilities

San Diego Community College District

,