

POSITION ANNOUNCEMENT

Bookstore Associate

Northeast Mississippi Community College is now accepting applications for a full-time Bookstore Associate. This is a twelve (12) month position located on the Booneville Campus.

QUALIFICATIONS:

Required:

- Associate's degree in marketing or business-related field
- Computer and data entry skills
- Ability to be flexible and adapt to changing processes
- Ability to prioritize and handle multiple tasks/projects with ease
- Must be detail and accuracy oriented
- Possess outstanding customer service and interpersonal skills
- Possess the ability to work independently and as a member of a team
- Ability to maintain confidentiality
- Good oral and written communication skills
- Ability to work with a diverse population

Preferred:

- Bachelor's degree in marketing- or business-related field
- Experience working in a retail environment
- History of working in a fast-paced environment

APPLICATION DEADLINE:

August 17, 2026

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.

(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

Position Description
Northeast Mississippi Community College
Revision Date: July 2025

POSITION: **Bookstore Associate**

REPORTS TO: **Bookstore Manager**

QUALIFICATIONS:

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Preferred

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ROLE:

- Provide friendly and helpful customer service
- Cashiering
- Maintain store cleanliness and appearance
- Place orders and receive merchandise
- Assist in meeting with vendors as necessary for selection of new merchandise
- Add merchandise to point-of-sale (POS) system for tracking purposes
- Pull textbooks/access codes for the students according to their schedule
- Assist other bookstore employees with their tasks as needed
- Organizing and restocking of the textbooks, access codes, and merchandise
- Opening/closing registers and counting/balancing cash drawer(s)
- Maintain and update website inventory
- Process online and telephone orders
- Assist with inventory
- Manage social media/marketing posts and pages, as necessary
- Assist with marketing and promotions for the bookstore and coffee shop
- Answer telephone
- Help open and close store
- Assist in coffee shop as needed

Position Classification: Non-Exempt Office Personnel