



POSITION ANNOUNCEMENT
PART-TIME BOOKSTORE CLERK
Wabash Valley College

- DESCRIPTION:** This is a part-time position reporting to the Bookstore Manager at Wabash Valley College. The Bookstore Clerk is responsible for providing excellent customer service in a team-oriented environment. Duties include, but are not limited to, operating a POS register, merchandising, light cleaning and ability to lift up to 50 lbs. Critical thinking skills are a plus. This is a daytime Monday-Friday shift position with typically 25 hours per week. Hours will increase during peak times, with a few evenings required during these times.
- QUALIFICATIONS:** GED or high school diploma required. Position requires knowledge of office practices, excellent oral and written communication skills, attention to detail and ability to efficiently organize and prioritize work. Previous POS register and merchandising experience is a plus.
- WAGES & BENEFITS:** \$15 per hour (Hours will be flexible based on need)
- APPLICATIONS:** Send a letter of interest, resume, IECC application forms (available on our website), and transcripts to hueyl@iecc.edu or mail to:
- Wabash Valley College
Attn: Lyn Huey
2200 College Drive
Mt. Carmel, IL 62863
- APPLICATION DEADLINE:** Applications will be reviewed as received and will be accepted until the position is filled.

Illinois Eastern Community Colleges is an institution of higher education comprised of Frontier Community College in Fairfield, Lincoln Trail College in Robinson, Olney Central College in Olney, and Wabash Valley College in Mt. Carmel. IECC is accredited by the Higher Learning Commission.

IECC complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Human Resources at (618) 395-5299 Extension 5522.

IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

EQUAL OPPORTUNITY EMPLOYER