



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**Position:** Textbook Office Data Entry Associate

**EEO No. BO 9-14**

**Responsibilities:**

The Business Office Data Entry Associate plays an important role in the success of the University Bookstore/Red Zone and its fiscal obligations. The candidate for this position is primarily accountable for creating and maintaining information in the store's point of sale software. He/she should possess fast and accurate alpha numeric data entry skills pay close attention to detail and learn quickly in a fast-paced environment. The candidate should be willing to cope with unexpected calls on their time which might upset earlier schedules, and should be a positive, highly motivated team player in an ever-changing environment. He/she should enjoy solving problems and face challenges head on. Responsibilities generally associated with the position include maintaining aspects of textbook inventory in the bookstore's point of sale software, show strong knowledge of merchandise and store policies in order to resolve book problems with publishers (i.e. missing pages, damaged in shipment, etc.), prepare textbook orders and contact vendors to determine status of delinquent orders. The everyday jobs included in this position are, but are not limited to, working with faculty to determine textbook orders and informing them of any edition changes, package updates, etc., update purchase order and item information in the point of sale system, operating cash registers and relieving personnel as needed. The Textbook Office Data Entry Associate should be willing to communicate effectively with both vendors and customers, calling in order disputes to vendors, requesting credit memos or invoices and communicating department policies to customers as needed. He/she should be willing to work various and irregular hours such as nights, weekends and holidays, be positive, friendly, and possess the ability to work within a team. The Textbook Office Data Entry Associate should work well under pressure to accomplish a goal and will know and adhere to all policies of the store, be dependable, accurate, self-motivated, polite and tactful.

**Qualifications:**

The ideal candidate will possess:

- High school degree or equivalent required.
- One (1) year retail experience preferred
- Excellent communication and interpersonal skills
- Basic computer skills and the general knowledge of operating a cash register
- The willingness and ability to learn new software
- Working knowledge of MS Office programs
- Problem solving skills
- Possess an excellent record of attendance, reliability, initiative and personal appearance in previous positions

**Salary:**

Salary is competitive and commensurate with qualifications, experience and proven ability. The holder of this position is an employee of the State of Louisiana and as such enjoys a generous benefits package.

**Starting Date: ASAP****Applications:**

For initial consideration, applicants should be received Sunday, August 31, 2014 by 5pm and should include: a) a letter that demonstrates the candidate understands the position and how his/her background meets the position criteria; b) a comprehensive resume, c) three to five references.

Applications should be mailed to:

Tim McFarland, University Bookstore Director  
P.O. Box 41209  
Lafayette, LA 70504.

Questions may be directed to Tim McFarland via email: [bookstore@louisiana.edu](mailto:bookstore@louisiana.edu)

**Application Deadline:** August 31, 2014