



JOB DESCRIPTION



INFORMATION

Job Title	<i>Sales Associate</i>	EEOC Job Classification	Administrative Support
		FLSA Classification	Non-exempt
Department	Development (University Exchange)	W/C Classification	8810 – Clerical
Reports To	Manager UE	Effective Date	8/4/2020

SUMMARY

The UE Associate's role is to assist the UE Manager in executing the vision of the store and ultimately the mission of The Master's University. Requires competency and willingness in the areas of retail, customer service, and marketing. Flexibility within a part-time schedule is necessary so that the individual can be present at various campus events. This position also requires proficient interpersonal communication (with customers and co-workers), teamwork, and proactivity. The primary duties will be to serve customers in-store and online, assist the UE manager in facilitating logistics, be present at various events, and inventory management.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position will provide support for the UE Manager and the whole of the UE in the following areas:

- Engage customers in a friendly, service-driven manner when they first enter the UE
- Execute sales, returns, and exchanges on Shopify POS
- Be available and flexible to work varying hours at various types of events, including but not limited to sports games, music performances, staff celebrations, alumni events, etc.
- Communicate issues with customers, inventory, staffing hours, etc. with UE manager
- Set up for different events by preparing the appropriate merchandise to bring to the event, bringing out display shelves, and tearing down and cleaning up completely when the event is over.
- Monthly/annual inventory counts.
- Sort, tag, and fold products apparel and merchandise
- Maintain the UE's store appearance, including but not limited to neatly folding clothes, dusting shelves, corners, and the dressing room, and regularly cleaning windows.
- Maintain neat and organized supplies behind the counter.
- Maintain neat and organized merchandise in the back room.
- Straighten and organize books according to section and then alphabetically according to author.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment and discernment.

- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- High school diploma required.
- Two years experience in retail or office environment preferred.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 50 lbs.
- Occasional travel is involved including overnight stays.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.