



## **JOB DESCRIPTION-MURRAY ON MAIN RETAIL ASSOCIATE- ARDMORE**

**General Description/Primary Purpose:** Retail Associates are employed in brick-and-mortar stores, where they perform several duties related to customer service and sales. Their primary role is to help customers find merchandise they want or need and complete the transaction. Besides assisting customers, you will be expected to stock or restock shelves, clean and tidy the store, and create product displays to attract customers. Murray State College owns Murray on Main and gives students with business-type degrees hands-on learning.

**Classification:** Part-Time

**Salary:** \$10 per hour

**Appointment:** 12-month appointment

**Overview:** Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Job Functions:**

1. Welcoming and engaging with customers as they enter the store
2. Assessing customers' needs and suggesting solutions to their problems
3. Working with cash registers and processing payments
4. Setting and attaining sales goals
5. Giving customers advice about sales and promotions
6. Using upselling techniques to increase store sales
7. Recommending the best products to customers
8. Cleaning and restocking the store throughout the day, before opening, and after closing.
9. All other duties as assigned.
10. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

### **Required Knowledge, Skills, and Abilities:**

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Ability to use a computer and input/retrieve data.
- Ability to communicate effectively, both orally and in writing.
- Ability to accomplish job functions without direct supervision; must be self-motivated.
- Ability to handle several tasks simultaneously and meet deadlines.
- Ability to use all equipment in the office, including but not limited to telephone, computer, printers, copy machine, scanner, etc.
- Excellent Customer Service, including the ability to listen, people skills, dependability, general math skills, and excellent verbal communication skills.
- Ability to lift up to 50 lbs.

### **Other Ergonomic Requirements:**

This position requires sufficient manual dexterity to operate all equipment within the store, including but not limited to telephones, computers, printers, copy machines, and fax machines. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these movements without significant risk of injury to themselves or others or to otherwise demonstrate or explain how they can perform the job's essential functions.

### **Hours:**

Part-time hours will not exceed 29 hours per week. The schedule is subject to change depending on the employee's schedule and the department's needs.

### **Qualifications:**

- 1. Minimum Educational Qualifications:** High school diploma or equivalent.
- 2. Preferred Experience:** Some experience in retail.
- 3. Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
- 5. Background Check:** The successful candidate must be permitted to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

**Application Process:**

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. MSC Background Consent Form.

**Submit the application to:**

Human Resources Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, OK 73460  
humanresources@mscok.edu

**Application Deadline:** Review of applications will begin immediately and continue until filled.

**MSC participates in E-Verify.**