

Employment Opportunities for Students

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should email the Career Counselor, [Carol Pham](#), or call 901-475-3105. Or, employers can email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Immediate opening Full-time Campus Store Leader, Follett Higher Education (DSCC Bookstore), on-site at DSCC Campus, Dyersburg

Business/Location: Dyersburg State Community College Campus, 1510 Lake Road, Dyersburg

Requirements:

- Associate's degree or equivalent
- 0-5 years relevant experience
- Academic retail experience is a plus.
- Strong organizational, time management, and problem-solving skills
- Strong analytical skills and financial acumen
- Customer outreach
- General computer skills
- Travel – minimal

Responsibilities include but are not limited to:

- Execute sales promotions and special events (store, campus, community).
- Partner with store leadership to review store financials and recalibrate goals to drive sales.
- Operate cash registers and store systems to accept payments, place orders, and make changes, adhering to safe cash handling procedures, including balancing cash drawer, preparing bank deposits, and daily opening and closing activities.
- Maintain appropriate inventory control in alignment with store operational procedures.
- Keep all areas of the store environment neat, clean, and organized.
- Shipping/Receiving responsibilities.
- Set sales floor to meet visual merchandise standards for General Merchandise and Course Materials.

- Ensure the security of company assets and the safety of team members and customers, and adherence to company policies.
- May review and approve store markups, markdowns, and write-offs within company guidelines.
- Responsible for executing in-store course materials activities in collaboration with course materials leadership.
- Supervise the work activities of team members (FT/PT and temporary/seasonal)
- Partner to create and maintain an engaging customer service culture, focused on solutions-based selling and an exceptional customer experience.
- Communicate and partner with the campus.
- Other duties as assigned to support general store operations.

Contact Information: [DSCC Bookstore email](#)

Send Resume to: Position information and how to apply at [Full time Campus Store Leader application/details-DSCC Campus](#)

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Email the Career Counselor, [Carol Pham](#), or call 901-475-3105, or email the Counselor/Career Services Coordinator, [Carmen Pfeifer](#), or call 901-475-3137. Check out the DSCC [Career Services](#) website.