



## JOB DESCRIPTION

Job Title:  
Museum Aide

The Museum Aide is two part-time positions, will be supervised by the Director of Dinosaur Museum, and will perform duties in support of the museum. **Application deadline is Tuesday, May 21, 2019 at 5:00 pm.**

### **Essential Functions.** The employee is responsible for the following:

Greets visitors and rings up admissions and sales using the point of sale (POS) computer system.

Assists customers as needed.

Checks invoices and enters items into inventory using the POS system.

Performs data entry for admissions and sales reports.

Perform a variety of bookkeeping/accounting tasks, including but not limited to reconciling daily sales receipts, making nightly deposits, verifying stock invoices, compiling and completing sales reports, preparing monthly and seasonal statistical reports, monitoring and balancing gift certificates purchases, and monitoring and approving payment requisitions/purchase orders.

Organizes and maintains Museum Shop merchandise storage room.

Stocks the Museum Shop shelves.

Performs light custodial duties as needed in both the Museum rooms and the Exhibit Hall.

Greets, supervises, and provides information as needed to visitors.

Functions as cashier, handling charges, money and making correct change using the point of sale (POS) computer system.

Assists in caring and cleaning of exhibits.

Operates vinyl letter cutting equipment and computer to design, create, and apply labels and signs for Museum Shop and Exhibit Hall.

Performs opening and closing procedures as needed.

Prepares attendance reports.

Performs other duties as assigned.

### **Qualifications**

High school diploma or GED required; associate degree preferred. Must be familiar with retail point of sale systems and Microsoft Office products such as Word, Excel, and Publisher. Familiarity with computer graphic arts a plus. Familiarity with local attractions a plus.

## **Physical Requirements**

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.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; climb and balance; stoop, kneel, crouch, crawl, and lift; and taste, smell, talk and hear.

The employee must regularly lift and/or move up to 50 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate to high. Job performed indoors and outdoors. May have to travel locally between work locations on a regular basis. Some out-of-town travel may be required. Schedule may include evenings, weekends, and holidays and will include a regular Tuesday through Saturday schedule.

## **HOW TO APPLY**

**Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a completed, signed, and dated Mesalands Community College application (available online at [mesalands.edu](http://mesalands.edu)) the following must be provided:**

- Resume
- Transcripts of all college work (Copies should only be submitted at time of application. Official transcripts will be required prior to job offer)
- Three (3) professional references.
- Cover letter
- Copy of current driver's license

**Applications should be mailed or delivered to:**

Attn: Human Resources  
Mesalands Community College  
911 S. Tenth Street  
Tucumcari, NM 88401

**Employment preference will be given to qualified veterans.**