

***APPLICATION INFORMATION AND INSTRUCTIONS
FOR CLASSIFIED POSITIONS***

To be considered for classified positions, you must meet position requirements, competencies and job readiness/working conditions. In addition, you must submit a completed, signed application, the respective supplemental examination, and any other required documents. Other supporting documents are optional. Completed materials must be received in Human Resources by the closing date and time indicated on the position announcement for optimal consideration. Applications for positions are accepted for advertised vacancies only. Since signatures are required on certain documents, application materials may not be submitted by e-mail.

The supplemental examination is a critical component of the application process. Written answers given to the supplemental questions are evaluated on specific elements in order to select the most qualified candidates to be interviewed. Applicants who successfully pass the examination process will be considered for an interview.

Applicants will be notified of the application process by mail once the process is complete.

Human Resources welcomes resumes for potential temporary openings and will keep them on file for one year after receipt.

Clark College is an Affirmative Action/Equal Opportunity employer. Protected group members are encouraged to apply. Upon request accommodations are available to persons with disabilities for the application process.

Thank you for your interest in Clark College!

EMPLOYMENT RECORD (List present or most recent experience first)

Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year or <input type="checkbox"/> Present
Assigned hours per week \ % time	
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
Assigned hours per week \ % time	
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
Assigned hours per week \ % time	
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
You may continue in the space provided on the next page.	

EMPLOYMENT RECORD (continued)

Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	Worked from: month / year to month / year
May we contact your supervisor?	Assigned hours per week \ % time

List any professional licenses you have that are required or applicable to the position, including driver's license (e.g., CPA, State Bar Association, Certification for Medical Professions, etc):

EDUCATION

Have you graduated from high school or received a GED certificate? Yes No

Type of School	Name of School	Street Address, City, State, Zip	From Mo/Yr	To Mo/Yr	Total Credits Completed*	Degree Earned	Major
College or University (Undergraduate)							
College or University (Graduate)							
Technical, business, or other school							

*Indicate whether semester (S) or quarter (Q) credits

BUSINESS MACHINES OPERATED: Please complete this section if applying for an office or administrative support position.

<input type="checkbox"/> Computers (e.g., IBM, HP, Macintosh, other)	<input type="checkbox"/> Software	<input type="checkbox"/> Transcription Machine	<input type="checkbox"/> Calculator/Ten-Key
_____	_____	<input type="checkbox"/> Copier	<input type="checkbox"/> Multi-line telephone
_____	_____	<input type="checkbox"/> Fax	<input type="checkbox"/> Other _____
_____	_____	<input type="checkbox"/> TDD	_____

I certify that the information contained in the application form is true, correct and complete to the best of my knowledge. I understand that consideration of this application and the continuation of any employment gained depend upon the true and accurate representation of the facts as stated or implied in this application. In addition, I hereby authorize Clark College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give. I have read and understood the information on this application.

Printing tip: Select "yes" to continue printing outside of margins.

Signature

Date



Position Recruitment

Bookstore Buyer

Clark College is currently accepting applications for the position of Bookstore Buyer. This full-time classified position reports to the Bookstore Manager and is responsible for purchasing clothing, office supplies, gifts, convenience and other items for resale. The initial appointment will include a 6-month probationary period and the employee will earn permanent status after successfully completing probation. The Clark College Bookstore is a self support auxiliary service.

Job Duties/Responsibilities:

- Departments of responsibility include clothing, backpacks, outerwear, office supplies and stationary, gifts, balloons, cards, Clark imprinted items, food and beverages, and health and beauty.
- Analyze, predict and develop product purchasing plans for areas of responsibility. Determine selling prices of goods sold within established department pricing and profit goals and objectives.
- Initiate, direct, and implement the purchasing responsibilities of assigned areas including ordering, invoicing, pricing, product placement, and stock; coordinate returns and credit requests as necessary.
- Monitor and manage inventory levels to fulfill customer demand, maintain accuracy, and ascertain product performance, while achieving financial goals and objectives.
- Research, establish, and maintain vendor partnerships, as well as on an off campus relationships important to the success of areas of responsibility.
- Ensure presentation standards align with store standards, including department layout, setting and stocking inventory with consideration to product relations, access, and flow and item performance. Develop and implement departmental and support store marketing events and activities. Create, implement, and/or assist others with departmental and store displays as needed.
- Oversee and direct department staff including hiring, training, evaluating, scheduling, and guiding and developing.
- Perform related duties as required.

Position Requirements and Competencies:

Candidates will be evaluated based on application materials, including the supplemental examination and personal interview(s), and will be required to demonstrate competencies in the following areas:

- **Education:** Associates degree and 1 year retail buying experience *OR* equivalent experience.
- **Retail Experience:** experience in a retail setting, including purchasing, sales, product merchandising, and staff oversight.
- **Computer Skills:** experience with Microsoft Office Suite, including Word, Excel, Outlook, and internet navigation; ability and willingness to learn the bookstore computerized inventory control, point of sale and web catalog systems.
- **Customer Service:** builds and maintains internal and external customer satisfaction with products and services offered by the store and department in support of the campus learning environment.
- **Communication Skills:** excellent interpersonal and written communication skills and ability to effectively communicate technical information.
- **Organizational Skills:** effectively coordinates tasks, services, and schedules to ensure smooth and efficient operation of work in a fast-paced service-oriented environment.
- **Lead experience:** demonstrated experience that shows your ability to lead and mentor staff, and patiently and effectively teach skills that will increase effectiveness.

Job Readiness/Working Conditions:

- Ability and willingness to work a flexible schedule to meet the demands of the quarterly academic schedule.
- Ability and willingness to attend Store System Inventory training in Lincoln, NE and attend annual trade show, both requiring overnight stay.
- Ability and willingness to lift & carry 50lbs.
- Ability and willingness to stand and/or walk for long periods of time.
- Ability and willingness to work at a computer entering data for long periods of time.
- This position is represented by Washington Public Employees Association. As a condition of employment, employees are required to become a member of WPEA or pay a representation fee.
- **As a condition of employment, this position requires a background check be conducted on applicants prior to hiring.**

Salary/Benefits:

Starting Salary: \$2,542/month Range: 38 Code: 230E
Benefits package includes insurance, retirement, annual and sick leave, disability, flexible spending account, and tuition waiver.

Application Process:

For optimal consideration, please submit the required materials by 5 pm, December 17, 2009 to:

Clark College Human Resources
Baird Administration Building
1933 Fort Vancouver Way
Vancouver, WA 98663
Phone: (360) 992-2105; TTY for hearing impaired: (360) 992-2317
FAX: (360) 992-2873; Website: www.clark.edu/jobs

Required Materials:

- Clark College application for classified employees
- Supplemental Examination
- Computer Skills Checklist
- Résumé

The College will consider its diversity needs when recruiting for all positions.

Clark College is an equal opportunity employer. Protected group members are strongly encouraged to apply. Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Upon request, accommodations are available to persons with disabilities for the application process. Questions regarding the College's Affirmative Action Policy may be directed to the Associate Director of Human Resources, Baird Administrative Building, (360) 992-2619.

The security of all the members of the campus community is of vital concern to Clark College. Information regarding crime prevention advice, the authority of the Security/Safety Department, policies concerning reporting of any crimes which may occur on the campus, and crime statistics for the most recent 4-year period may be requested from the Clark College Security/Safety Department, (360) 992-2133.

**Issued November 20, 2009
Clark College Human Resources**

Supplemental Examination--REQUIRED
BOOKSTORE BUYER

Clark College
Human Resources

This examination is used to determine who will be selected for an interview. Please answer the following supplemental questions on separate paper. Answers should be complete and related to the position available.

1. **PURCHASING RESPONSIBILITY**

Provide a detailed summary, with at least two examples, demonstrating your significant assignments or job duties relating to the work of a bookstore buyer. Include the type of business and items ordered, your responsibilities, frequency of occurrences, dollar volume, complexity of work in planning and organizing, and your level of authority for final decisions.

2. **WORKING UNDER PRESSURE**

Give two detailed examples where deadlines and/or other time constraints were a factor. Include in your answer the kinds of deadlines you have experienced, if they were ongoing or occasional, and the practices you employed to meet deadlines.

3. **MERCHANDISE NEEDS AND INVENTORY CONTROL**

Explain, in detail, your experience analyzing, selecting and maintaining merchandise needs and include your inventory control practices and training.

4. **SERVICE ORIENTED**

Summarize your experience providing assistance to people at various levels, such as faculty, students, co-workers, department heads, customers, and others. Include the type of service provided and frequency each level of service occurred.

5. **LEADING**

Summarize your experience interviewing, training, leading, mentoring, scheduling, and evaluating a department staff or team. Include how many member you oversaw and your level of responsibility.

6. **COMMUNICATION SKILLS**

Summarize your communication skills. Include the types of communication you have the most experience in, those whom you communicated with and frequency of communications. Please include oral, in-person, phone, large or small groups, email, written documents or other communication experience you may have.

November 20, 2009
Clark College Human Resources

Name: _____

Date: _____

Position: _____

COMPUTER SKILLS

Circle the appropriate response and indicate length of combined experience/training: E: Experience T: Training

COMPUTERS

IBM/IBM Compatible T E ____ mos.
 Macintosh T E ____ mos.
 Terminal Only T E ____ mos.
 Other _____ T E ____ mos.

OPERATING SYSTEMS

Windows T E ____ mos.
 DOS T E ____ mos.
 Macintosh T E ____ mos.
 UNIX T E ____ mos.
 Other _____ T E ____ mos.

WORD PROCESSING SOFTWARE

WordPerfect T E ____ mos.
 Microsoft Word-PC T E ____ mos.
 Microsoft Word-Mac T E ____ mos.
 MacWrite T E ____ mos.
 MultiMate T E ____ mos.
 WordStar T E ____ mos.
 Other _____ T E ____ mos.

DATABASE MANAGEMENT

Updated/Maintained Developed
 Dbase T E ____ mos.
 Rbase T E ____ mos.
 Paradox T E ____ mos.
 Access T E ____ mos.

GRAPHICS/PUBLISHING SOFTWARE

Harvard Graphics T E ____ mos.
 Pagemaker T E ____ mos.
 MacDraw T E ____ mos.
 MacPaint T E ____ mos.
 FrameMaker T E ____ mos.
 Powerpoint T E ____ mos.
 Other _____ T E ____ mos.

SPREADSHEET SOFTWARE

Updated/Maintained Developed
 Lotus 1-2-3 T E ____ mos.
 Excel T E ____ mos.
 Quattro Pro T E ____ mos.
 Other _____ T E ____ mos.

PROGRAMMING LANGUAGES

Visual Basic T E ____ mos.
 C ++ T E ____ mos.
 Other _____ T E ____ mos.

EMAIL SYSTEMS

Outlook T E ____ mos.
 Eudora T E ____ mos.
 Other _____ T E ____ mos.

Rate your level of computer expertise: Beginning Intermediate Advanced

Comment: _____

WORD PROCESSING FUNCTIONS:

Align text Integrate text w/graphics
 Set margins Upload/download
 Set tabs Create footnotes/outlines
 Headers/footers Create columns
 Search/replace
 Merge/sort

Which software have you utilized for these functions:

WordPerfect
 MS Word
 Other _____

WORKFORCE PROFILE INFORMATION

CLARK COLLEGE

Clark College is required by law to report the composition of its workforce to the government. This form is required for all employees. It is optional for applicants.

Name (Last, First, Middle Initial)	Date of Birth / /	Social Security Number - -
Street Address:		Phone: () - area code
City, State, Zip:		

1. What race(s) or culture(s) do you consider yourself? (Refer to definitions on reverse)

- African American / Black (870)
- Caucasian / White (800)
- Asian or Pacific Islander (API):**
- Chinese (605)
- Filipino (608)
- Hawaiian (653)
- Korean (612)
- Samoan (655)
- Guamanian (660)
- Vietnamese (619)
- Asian Indian (600)
- Japanese (611)
- Cambodian (604)
- Laotian (613)
- Other API [Please identify below]

American Indian (597)
[Please identify the name of the enrolled or principal tribe below]

- Inuit (935)
- Aleut (941)
- Mexican, Mexican-American (722)
- Puerto Rican (727)
- Chicano (705)
- Cuban (709)
- Other Spanish [Print one group below, such as Colombian, Dominican, Nicaraguan, Spaniard, etc.]

Other Race [Please indicate race or culture below]

If you are more than one race, please check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.

Multi-Racial _____

2. Educational Level: (check one)

- H.S. Diploma (04)
- Trade Certif (05)
- Some College (06)
- AA/AS (07)
- BA/BS (08)
- Masters (09)
- Prof Degree, JD, MD (10)
- EdD, other Doctorate (11)
- PhD (12)
- Other _____

3. Are you: Male Female

4. Have you ever been on active duty in the U.S. Armed Forces?

- No Yes Dates: From ____ To ____
- Vietnam-era Veteran (VV)
- Disabled Veteran (Percent of disability ____%) (DV)

5. Are you receiving military retirement payments?

Yes No

6. Do you have any physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?

Yes No

NOTE: If you mark "Yes", you will be identified as an individual who meets the affirmative action criteria for persons with disabilities. A detailed definition is printed on the reverse.

7. Do you have a physical, mental, or other health condition that has lasted six (6) months and which limits the kind or amount of work you can do at a job?

Yes No

NOTE: This question is included to maintain consistency with the federal census data. If you mark this question "Yes" and do not answer 6 as "Yes", you will not meet the definition of a person with disabilities since it states that disability must be permanent.

8. Retirement Program Status - Confirmation of employees' current or former membership in any Washington State Retirement program is mandatory. This section must be completed.

- I am not and never have been a member of any Washington State retirement plan.
- I am an:
 - active inactive retired member of:
 - TIAA/CREF
 - Washington State Teacher's Retirement System (TRS):
 - TRS 1 TRS 2 TRS 3
 - Washington State Public Employees Retirement System (PERS)
 - PERS 1 PERS 2 PERS 3

CERTIFICATION - I attest that I have completed this form to the best of my knowledge and the information is true and correct.

Signature: _____ Date: _____

Affirmative Action Definition

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian or Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, or Samoa.

African-American/Black. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, South America, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

Caucasian/White. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment; which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veterans Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

Notice to: Applicants

Re: Veterans Preference

Applicants who are veterans of the U.S. armed services may claim veterans' preference if they meet certain criteria.

A veteran is a person who has received an honorable discharge or received a discharge for physical reasons with an honorable record and has served in any branch of the armed forces of the United States during:

- World War I
- World War II
- The Korean conflict
- The Vietnam era (August 5, 1964 – May 7, 1975)
- The Persian Gulf War
- The following armed conflicts, if the participant was awarded the respective campaign badge or medal: the crisis in Lebanon; the invasion of Grenada; Panama, Operation Just Cause; Somalia, Operation Restore Hope; Haiti, Operation Uphold Democracy; and Bosnia, Operation Joint Endeavor; Afghanistan, Operation Enduring Freedom; Iraq, Operation Iraqi Freedom.

Please complete the following information:

1. Are you a veteran? Yes No

2. If yes, did you serve in:

A period of war: _____

An armed conflict: _____

Did not serve during a period of war or armed conflict

3. Do you wish to claim veterans' preference? Yes No
If yes, you must attach a copy of your DD-214

4. Are you receiving military retirement benefits? Yes No

Signature

Date

ACCOMMODATIONS
ACCOMMODATIONS AVAILABLE IN THE RECRUITMENT
PROCESS FOR CLARK COLLEGE

Below is a list of some of the accommodations we can provide to persons with disabilities during the recruitment/examination process. Persons who require accommodations other than those listed are invited to contact a member of the Human Resources staff. We encourage persons with disabilities to suggest other methods of accommodation which would be helpful.

During the recruitment phase, we can:

- Mail or FAX application information
- Assist with completion of application
- Extend deadline for acceptance of applications
- Modify application format
- Provide application materials in LARGE PRINT
- Provide a reader or deaf interpreter

During the examination phase, we can:

- Modify the examination format
 - Provide a reader or deaf interpreter
 - Assist with completion of supplemental application forms
 - Extend examination deadlines
 - Conduct interviews by telephone
-

Clark College Human Resources is located at the South end of the campus in the Baird Administration Building; the building is accessible to wheelchairs through the northwest side of the main level, and the northeast side of the lower level. Parking spaces in both the front and back parking lot are reserved for disabled persons; the building is equipped with an elevator.

Information may be obtained by TTY for hearing impaired individuals by calling (360) 992-2317.