



Position Announcement

Gift Shop Assistant

The Army War College Foundation is a 501(c)(3) non-profit organization located at Carlisle Barracks in Carlisle, Pennsylvania, and its mission is to support the U.S. Army War College and its graduates in the preparation of outstanding senior leaders. As part of this mission, the Foundation operates a Gift Shop that supports the Army War College community with a number of services.

This position is part-time, hourly non-exempt and is shared with another Gift Shop Assistant. The hours are 7:30 – 4:30, Monday and Tuesday and every other Wednesday. (There is a period during the summer months when the hours are expanded to support increased activity.) The Gift Shop Assistant has duties described below, reporting directly to the Gift Shop Manager.

Responsibilities

- Provide excellent customer service via phone, email, and in person.
- Open and close Gift Shop daily to include running end-of-day procedures and cashing out sales drawer.
- Process sales via cash, check, and credit card transactions.
- Process online orders and prepare shipments.
- Count, inspect, tag and store new inventory when received.
- Restock, organize and clean displays.
- Monitor supplies and merchandise levels and reorder as needed.
- Create and update records in the Foundation Alumni Directory.
- Assist with special events including class reunions and alumni events. (Limited evening or weekend hours or travel may be needed.)
- Other duties as assigned.

Required Skills

- Solid communication and interpersonal skills.
- One to three years experience in an administrative support position.
- Demonstrated knowledge of Microsoft Office and/or the ability to learn new software quickly.
- Ability to lift at least 30 pounds.

Desired Qualifications

- Retail and data entry experience.
- Familiarity with the military community.

Compensation

Starting salary for this position is \$15 – \$17 per hour, based on experience. This position also includes 12 paid holidays per year. Employees can enroll in an optional SIMPLE IRA plan with a matching employer contribution (up to 3%).

Applicants should email their resume with a cover letter to info@usawc.org. This position will remain open until filled. The successful candidate must pass a pre-employment background check.