

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice Repost

Civil Service Title: College Aide	Level: 01
Title Code No: 10209	Salary: \$10.00/Per Hour
Office Title: Sales Associate	Work location: Manhattan
Division/Work Unit: DFMO/City Store	Number of Positions: 2
Hours/Shift: Day	
Job Description	
<p>The Department of Citywide Administrative Services (DCAS), Division of Fiscal Management and Operations (DFMO), seeks to hire 2 Sales Associates to work at CityStore, the Official Store of the City of New York, with locations downtown Manhattan. City Store carries all things New York including NYC souvenirs, many exclusive to CityStore; municipal publications and a wide selection of books about New York City. The Sales Associates responsibilities will be to: Ring up sales; perform opening / closing procedures in the store; interact in a friendly, knowledgeable and professional manner with a wide variety of customers from international tourists to native New Yorkers; knowledge of diverse product assortment; maintain neat and creative merchandise displays and stock areas.</p>	
Qualification Requirements	
<p>Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.</p> <p>Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.</p> <p>New York City residency may be required at the time of appointment.</p>	
Essential Skills	
<p>Previous retail sales experience; able to work weekends; neat and organized; adept at working under pressure; be an independent worker & team player; bi-lingual is a plus.</p>	
To Apply:	
<p>TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/008211. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension. Please send your cover letter and resume only once; you will receive confirmation of receipt.</p> <p style="text-align: center;">If you do not have access to email, mail your Cover Letter & Resume to: Recruitment Coordinator DCAS/Human Resources Office 1 Centre Street, 17th Floor North New York, N.Y. 10007 (Indicate JVN# in upper right hand corner of cover letter & resume)</p> <p>PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p>	
Post Date: 4/12/2010	Post Until: 06/30/2010
JVN: 868-2010-008211	

The City of New York is an Equal Opportunity Employer.