

JOB TITLE:	#1012 Sales Assistant I – Split Rock Lighthouse
OPEN TO:	This job is open to all applicants.
LOCATION:	Split Rock Lighthouse, 3713 Split Rock Lighthouse Road, Two Harbors, MN 55616
SALARY:	\$13.73 hourly minimum
STATUS & HOURS:	Part-time, regular (624 annual hours) position. Hours average 15-20 weekly hours from April to October. Weekly hours vary according to seasonal site needs. Limited availability for college students and teachers June to August.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Store Manager II
POSTING DATE:	February 1, 2017
DEADLINE DATE:	Open until filled.
SUPPLEMENTAL FORMS:	NOT REQUIRED FOR THIS POSITION

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Sales Assistant I to provide front line customer service to the clientele of Split Rock Lighthouse Historic Site.

SUMMARY OF WORK: 1) process admission and membership sales; 2) utilize product knowledge to assure profitable sales and assist with inventory control; 3) welcome, orient and receive visitors; 4) process sales of store merchandise; 5) follow site safety procedures; 6) study historical materials related to the site's interpretive programs and history; and 7) perform other related duties as apparent or assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Basic accounting and math skills.
- Strong interpersonal and communication skills.
- Ability to work a varying schedule of 24-40 hours per week.
- Ability to lift up to 25 pounds and be comfortable using a ladder.

DESIRABLE QUALIFICATIONS:

- Strong customer service experience and skills.
- Positive public appearance and attitude.
- Specialty store sales and cashiering experience.
- Experience in stocking and displaying merchandise.
- Knowledge of Minnesota history.
- Knowledge of the history of Split Rock Lighthouse and North Shore area.
- Available to work weekdays and weekends, mid-May through October, winter weekends may also be available.
- Experience with a Point of Sale (POS) system and cash registers.

To apply, please visit our website at www.mnhs.org. You may now apply online (preferred) or download a paper *MNHS Application for Employment*. You will also need to submit a cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged - No phone calls please -