

**CORNING COMMUNITY COLLEGE  
TECHNICAL ASSISTANT  
COLLEGE STORE AND PLANETARIUM**

**Authority:** This position reports to the College Store and Planetarium Manager.

**General**

**Responsibilities:** This position is responsible for assisting with the daily operations of the College Store, the Elmira Center store, and the Planetarium.

**Essential Functions:**

- Work with vendors and suppliers to negotiate pricing, quantities, shipping dates on orders.
- Manage, maintain, and expand internal and external departmental web pages to effectively market the College Store and Planetarium; act as departmental liaison with the Associate Director of Marketing.
- Manage and oversee process for online orders.
- Manager and reconcile accounts payable to monthly statements.
- Assist with the supervision and evaluation of College Store and Planetarium employees.
- Assist with the development and implementation of Planetarium shows, as appropriate, for elementary and secondary school students, College students, tourists and the general public.
- Stay up to date on software and technology updates, trends, and developments as they pertain to the marketing of the College Store and Planetarium.
- Perform other related duties, as assigned.

**Required Skills and Abilities:**

- Good organizational and interpersonal communication skills.
- General knowledge of Microsoft FrontPage, MS Office, MS Word, and MS Picture Management or compatible software
- Good problem-solving and multi-tasking skills
- Able to maintain confidential information.

**Minimum Qualifications:**

- Associates degree in accounting, business administration, marketing, or a related field preferred
- Two years of retail or marketing experience
- Web page management experience preferred

**10/20/09**