

JOB TITLE:	#1264 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. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Store Manager II
POSTING DATE:	February 10, 2016
DEADLINE DATE:	The application deadline for this position has been extended through April 8, 2016.
SUPPLEMENTAL FORMS:	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.

RESPONSIBILITIES: 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.
- Specialty store sales and cashiering experience.
- Basic accounting and math skills.
- Experience in stocking and displaying merchandise.
- 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.
- Knowledge of retail display and marketing techniques.
- Knowledge of Minnesota history.
- Knowledge of the history of Split Rock Lighthouse and North Shore area.
- Available to work entire season including weekends, from May through October, may include some winter weekends.
- Experience with a Point of Sale (POS) system and cash registers.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), 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 Split Rock Lighthouse 3713 Split Rock Lighthouse Road Two Harbors, MN 55616	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 -

2016 SEASON SUPPLEMENTAL AVAILABILITY FORM
ANTICIPATED SCHEDULE AVAILABILITY (BY MONTH)
#1264 SALES ASSISTANT I - SPLIT ROCK LIGHTHOUSE

Name of staff or applicant: _____

- I. Part I concerns availability in the specific time periods that make up the season. The two middle columns, "yes/no" and "1-5", require your written responses for each time period listed.

Time period	Can work? Circle one	Available and wish to work this number of days per week (circle one)	Limitations/comments
May 14 – 31	Yes / No	1 – 2 – 3 – 4 – 5	
June	Yes / No	1 – 2 – 3 – 4 – 5	
July	Yes / No	1 – 2 – 3 – 4 – 5	
August	Yes / No	1 – 2 – 3 – 4 – 5	
Sept.	Yes / No	1 – 2 – 3 – 4 – 5	
Oct 1 – 23	Yes / No	1 – 2 – 3 – 4 – 5	

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, supplemental availability form and supplemental narrative sheet to: #1264 Sales Assistant I position, Minnesota Historical Society, Split Rock Lighthouse, 3713 Split Rock Lighthouse Road, Two Harbors, MN 55616. The application deadline for this position has been extended through April 8, 2016.

2016 SEASON SUPPLEMENTAL NARRATIVE SHEET #1264 SALES ASSISTANT I - SPLIT ROCK LIGHTHOUSE

Note the two different categories, “minimum” and “desirable” qualifications, listed on each position announcement.

1. Below please list information supporting and describing your qualifications as called for under the “Minimum Qualifications” heading. If you need additional space use the back or attach an additional sheet.
2. Note the listing of “Desirable Qualifications” for the position and list your responses below. Document your qualifications with descriptions of your skills, abilities and experience that are beyond the descriptions you already listed above.

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