Bookstore Coordinator

BASIC FUNCTION:

Under the supervision of an assigned supervisor, coordinate the day-to-day activities of the bookstore, including personnel and operations. The Coordinator is the primary point of contact during the evening hours.

REPRESENTATIVE DUTIES:

1. Assist in training staff, coordinating student schedules, and scheduling and facilitating staff meetings.
2. Responsible for the efficient operation of auxiliary stores, computer department, and special events, including but not limited to “rush” and graduation.
3. Responsible for the daily physical condition of the Bookstore; assist in the development of long and short range plans for the maintenance, improvement, and renovation of Bookstore facilities.
4. Ensures pricing of all bookstore merchandise is in compliance with established Bookstore pricing policies.
5. Assist in the formulation of policies and procedures of the Bookstore.
6. Enhance the image of the Bookstore on campus, within the local community, and within the college store industry nationally.
7. Under the supervision of the Associate Director, coordinate and ensure an accurate physical inventory.
8. Assist in the efficient use of the Bookstore computer system by maintaining current user information, providing access, and enforcing security protocols.
9. Oversee the Point-Of-Sale (POS) system by performing periodic backups, software updates, and maintaining current cashier profiles.
10. Coordinate student employment, payroll, and store’s timekeeping system.
11. Implement changes and ensures compliance in policies and procedures.
12. Oversee the functions of the Customer Service Coordinator.
13. Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. General knowledge of accepted business and retailing practices.
2. Proper cash handling procedures.
3. Merchandising principles and practices.
4. Personal computer operation including, but not limited to, spreadsheet and word processing software.
ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Effectively direct, oversee and monitor the bookstore staff.

3. Organize, plan and implement short and long-range activities.

4. Establish and maintain cooperative relationships with administrators, faculty, students and off-campus organizations.

5. Maintain records, prepare reports and initiate correspondence necessary to the successful performance of duties and responsibilities.

6. Work with limited supervision.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor’s degree and four years of buying or sales related experience preferably in a bookstore setting.

WORKING CONDITIONS:

ENVIRONMENT:

1. Bookstore environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate audio and video equipment.

3. Sitting or standing for extended periods of time.

DATE APPROVED: May 31, 2000
RANGE: N-52
EEO-CATEGORY: H-30