Bookstore Courseware Coordinator

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate the ordering of textbooks for the College to assure students and instructors have the necessary textbooks and materials for classes; train and provide work direction to assigned staff.

REPRESENTATIVE DUTIES:

1. Coordinate the ordering of textbooks for the College to assure students and instructors have the necessary textbooks and materials for classes.

2. Communicate with instructors to determine quantity of textbooks and materials to be purchased; enter information into a computerized database; evaluate inventory of current textbooks and estimate student buy back amounts.

3. Order textbook and materials from publishers by fax, telephone or computer; determine quantity to be ordered; communicate with instructors and publishers regarding new additions.

4. Train student employees on cash registers and in textbook operations.

5. Coordinate and maintain the textbook sales floor; pull and return textbook as appropriate; monitor shelf tags to assure current prices or instructor changes and to assure accurate information to students.

6. Audit publisher invoices according to established procedures.

7. Operate a computer and other assigned equipment.

8. Prepare and maintain a variety of records and reports; prepare purchase orders and requisitions.

9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Procedures and sources for ordering and buying textbooks.

2. Publisher policies and procedures related to returning books.

3. Record-keeping techniques.

4. Operation of a computer and assigned software.

5. Oral and written communication skills.

6. Inventory methods and practices.

7. Principles of training and providing work direction.

8. Interpersonal skills using tact, patience and courtesy.
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. Coordinate the ordering of textbooks for the College to assure students and instructors have the necessary textbooks and materials for classes.

3. Train and provide work direction to assigned staff.

4. Communicate effectively both orally and in writing.

5. Maintain records and prepare reports.

6. Meet schedules and time lines.

7. Operate a computer and other assigned office equipment.

8. Establish and maintain cooperative and effective working relationships with others.

9. Work independently with little direction.

10. Plan and organize work.

11. Make arithmetic computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in merchandising or related field and three years increasingly responsible college bookstore experience involving bookstore operations.

WORKING CONDITIONS:

ENVIRONMENT:

1. Bookstore environment.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Sitting or standing for extended periods of time.
5. Lifting moderately heavy objects.
6. Bending at the waist, kneeling or crouching.
7. Reaching overhead, above the shoulders and horizontally.

DATE APPROVED: March 1, 1999
RANGE: N-39
EEO-CATEGORY: H-50