
Auburn University Job Description

Job Title: **Dir, Bookstore**

Job Family: No Family

Job Code: **EF01**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Manages the general operation of the University bookstore.

Essential Functions

1. Oversees operation of the Bookstore.
2. Operates the Bookstore at a net surplus of operational costs, promotes sales growth, and controls cost.
3. Prepares the budget, department policies, and short-and long-term business plans.
4. Supervises the selection, acquisition, pricing, and distribution of all resale inventory.
5. Communicates with all academic and non-academic departments regarding selection of text books and merchandise to determine new opportunities for the Bookstore and maintaining responsiveness to academic requirements of Auburn University.
6. Serves as continuing member and Treasurer of the University concession board.
7. Promotes the Bookstore to the campus community.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Business Administration, Marketing, Accounting or related field
Experience (yrs.)	7	Experience in retail management and marketing, desire experience in college/university bookstore

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of retail operations, point of sale systems, accounting principles and practices, and marketing techniques.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, talking, hearing, .

Job occasionally requires standing, reaching, climbing or balancing, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012
