
Auburn University Job Description

Job Title: **Mgr, Bookstore**

Job Family: No Family

Job Code: **EF03**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Coordinates the planning and business operations for a specified area in the University retail bookstore.

Essential Functions

1. Communicates with faculty, students, and/or departments regarding inventory issues.
2. Forecasts monthly sales and maintains inventory levels through purchasing and the point-of-sale system (PRISM).
3. Budgets fiscal and/or inventory goals on both a monthly and yearly basis.
4. May negotiate or assists in negotiations with vendors for price, selection and delivery of merchandise.
5. Assists clients/students with purchasing and/or customer service issues.
6. Plans events, promotions, and marketing strategies to strengthen retail position of the bookstore.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.)	3	Experience in retail sales, operations, purchasing, and/or retail marketing

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

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

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 1/4/2012
