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## Auburn University Job Description

Job Title: **Asst Dir, Bookstore**

Job Family: No Family

Job Code: **EF02**

Grade SL11 \$59,500 - \$107,100

FLSA status: Exempt

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### Job Summary

Assists in the daily business activities of a major section of the University owned and operated retail bookstore and serves as the section liaison to faculty, staff, and students.

### Essential Functions

1. Manages the daily operations of a bookstore major section, ensuring that University and Bookstore policies and procedures are properly followed.
2. Ensures that all accounting and cash management is done in accordance with University and Bookstore policies and practices.
3. Assists with administrative functions of bookstore operations to include contract negotiation, sales forecasting, merchandising, staffing, inventory level determinations, and setting prices for new, used, and digital materials.
4. Coordinates and supervises annual physical inventory to ensure accuracy at year-end reconciliation.
5. Develops budget for area(s) of responsibility and assists in budget preparation, policy development, and short and long term planning for the Bookstore.
6. May serve as the Bookstore representative on various University committees.

### 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>
<b>Education</b>	Four-year college degree	Degree in Management, Business Administration, Marketing, Accounting or related field
<b>Experience (yrs.)</b>	5	Experience in retail sales, operations, and marketing

#### 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, and accounting principles and practices.

#### Certification or Licensure Requirements

None Required.

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### 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 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 12/15/2011

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