
Auburn University Job Description

Job Title: **Asst Mgr, Bookstore Course Materials** Job Family: No Family
Job Code: **EF05** Grade SL07 \$40,000 - \$64,000
FLSA status: Exempt

Job Summary

Reporting to the Assistant Bookstore Director, this position directly assists with daily operations and strategic planning to ensure the textbook department is not only financially successful but also an asset for Auburn University students. Provides daily supervision of textbook business processes and strategy execution.

Essential Functions

1. Assumes financial and strategic responsibility for operations of course materials requiring physical textbooks, and assists with the All Access program. Communicates needs and strategic objectives to the Assistant Director of Bookstore and other management for spacing and staffing. Analyzes textbook inventories to determine the most appropriate titles to either keep or return.
2. Oversees the department's full-time staff to assist with daily operations, including, but not limited to, ordering decisions for physical course materials. Responsible for selecting freight-shipping carriers that provide the best overall benefit for the bookstore.
3. Assists managing the University Bookstore Shipping and Receiving process, assuming a daily role where needed to process daily tasks. Processes invoices and credit card returns for accurate pricing and billing.
4. Oversees and manages online textbook ordering, ensuring full-time staff process orders strictly by University PCI data standards.
5. Compiles and sorts Receiving and Return documents to ensure accuracy.
6. Responsible for keeping up with demand trends for physical materials, as well as communicating to campus any changes and/or impact to current strategies, to maintain goals of affordability and continued student success.
7. Supports Bookstore Coordinators with buybacks, processing orders, and additional needs as requested.
8. In the absence of Assistant Bookstore Director, acts as supervisor of course materials department.
9. May perform other duties as assigned.

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	Business, Psychology, Liberal Arts, MIS; Math; or related.
Experience (yrs.)	4	Experience in retail sales operations and/or customer service. knowledge of the textbook industry and how it pertains to a university is extremely valuable.

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

Varied levels of computer knowledge, Intermediate math knowledge, Retail math or accounting principles

Working well with others and possessing good time management qualities

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, sitting, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires walking, reaching, 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: 9/1/2022
