

JOB INFORMATION

Job Code	EF05
Job Description Title	Asst Mgr, Bookstore Course Materials
Pay Grade	SL07
Range Minimum	\$42,360
33rd %	\$50,830
Range Midpoint	\$55,070
67th %	\$59,300
Range Maximum	\$67,780
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/1/2022

JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- Oversees and manages online textbook ordering, ensuring full-time staff process orders strictly by University PCI data standards.
- Compiles and sorts Receiving and Return documents to ensure accuracy.
- 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.
- Supports Bookstore Coordinators with buybacks, processing orders, and additional needs as requested.
- In the absence of Assistant Bookstore Director, acts as supervisor of course materials department.
- May perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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.
----------------------------	---

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Business, Psychology, Liberal Arts, MIS; Math; or related.	And	4 years of	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 Experience ☐ Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Varied levels of computer knowledge, Intermediate math knowledge, Retail math or accounting principles	
Working well with others and possessing good time management qualities	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.