



JOB INFORMATION

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|-------------------------|---------------------------|
| Job Code | EF13A |
| Job Description Title | Coord I, Course Materials |
| Pay Grade | SL04 |
| Range Minimum | \$33,710 |
| 33rd % | \$38,210 |
| Range Midpoint | \$40,450 |
| 67th % | \$42,700 |
| Range Maximum | \$47,200 |
| Exemption Status | Non-Exempt |
| Approved Date: | 7/28/2021 10:49:31 AM |
| Legacy Date Last Edited | 10/5/2015 |

JOB FAMILY AND FUNCTION

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|---------------|-----------|
| Job Family: | Sales |
| Job Function: | Bookstore |

JOB SUMMARY

Participates in the development of policy and strategy of the textbook department within the Auburn University Bookstore. Consults with faculty on new and emerging content options and distribution options for course materials. Evaluates and implements programs related to student needs as relates to course materials.

RESPONSIBILITIES

- Researches and analyzes all aspects of purchasing, retaining and returning course materials.
- Generates and approves all textbook purchase orders to publishers insuring all textbooks are delivered, priced, received, and available.
- Coordinates sales floor activities to include sales, service and monthly layout of shelving units and placement of individual course materials on floor.
- Supervises and trains staff, to include students and temporary employees, on textbook operations in the Bookstore.
- Coordinates and manages the textbook special order and web order fulfillment for students.
- Acts as liaison to the students, faculty, parents, student organizations and the Bookstore, as relates to the course material process.
- Analyzes the financial impact of owning or returning unsold course materials each semester. Making fiscally responsible decisions based on findings.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 | |
|-----------------|-----------------------------------|-----|---------------------|--|--|
| High School | High School Diploma or equivalent | and | 4 years of | Experience in retail sales operations, purchasing, and/or customer service | |

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

Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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 | | 25 lbs |
| 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 | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise | | | X | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

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