Classification Specification:
Assistant Bookstore Manager

Classification Number: 14122
Pay Grade: 
Effective Date: April 14, 2014
Current Exemption Status: Nonexempt

Position Summary

Handles purchasing and inventory management in a retail setting. Serves as point of contact for and coordinates various sponsorships, functions and special orders. Provides work direction and trains staff. Supervises student workers.

Essential/Primary Duties

– Purchases general merchandise and computer hardware and software for the establishment. Orders and maintains inventory; negotiates price; follows trends; creates purchase orders; receives merchandise in system; and works with vendors, returns and credits.

– Creates visual displays and selects products for merchandising.

– Manages staff and department. Hires, coaches, trains, sets goals, motivates, recognizes and resolves problems regarding staff.

– Plans marketing and sales promotions. Tracks and forecasts sales data. Works with customers to find what they need. Creates repeat business through networking and sales.

– Coordinates and plans events through communicating with vendors, reserving space and developing materials. Solicits sponsorships and donations. Reconciles expenses.

Experience and Education

Experience
– One year related experience required

Education
– High school diploma or GED required

Physical Requirements

Light work: with some physical demands such as continuously lifting/moving materials less than 25 pounds, but rarely moving more than 25 to 50 pounds.

Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.
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Essential Competencies

— Knowledge of basic mathematical skills
— Knowledge of basic reading skills
— Ability to carry out verbal and/or written instructions
— Ability to effectively communicate, verbally and written
— Detailed-oriented and highly accurate
— Ability to work in changing environment
— Ability to work effectively in a team environment
— Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
— Ability to coordinate or lead others in accomplishing work activities
— Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
— Ability to query, run reports and modify data in financial systems
— Ability to access and maintain document imaging systems, including scanning and filing documents
— Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
— Ability to operate computers and peripheral equipment such as printers

Supervisory Responsibility

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<thead>
<tr>
<th></th>
<th>Full-Time</th>
<th>Part-Time</th>
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<tbody>
<tr>
<td>Providing Direction</td>
<td>None</td>
<td>None</td>
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<tr>
<td>Responsibility for Student Workers</td>
<td>None</td>
<td>Cashiers and other staff</td>
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Provides work direction and may select, hire, schedule and provide formal feedback.