



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Bookstore Manager
<b>LOCATION:</b>	Providence (may be required to fill in at other locations)
<b>REPORTS TO:</b>	Director/Assistant Director of Bookstores
<b>WORK SCHEDULE:</b>	Non standard, 35 hours per week
<b>GRADE:</b>	CCRIPSA 10
<b>SUPERVISES:</b>	Permanent and Temporary support and clerical staff

**JOB SUMMARY:**

Under the direction, policies and guidelines of the Bookstore Director and the Assistant Director, this position is responsible for planning and managing all day-to-day operations of the campus bookstore: purchase, stock, and sell merchandise and textbooks. Supervise all bookstore staff and provide customer service to students, faculty, staff, and other stakeholders.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Administration and control of the textbook operation including purchasing, timely paperwork processing, record keeping and data analysis using the MBS Textbook software.

Direct Bookstore staff in the performance of all day-to-day operations.

Hire and train permanent, temporary and student employees as needed in all phases of operation of the Bookstore.

For important Bookstore events such as buybacks, coordinate operational aspects which include staff scheduling, daily reconciling of cash on hand, adjusting the store's physical layout and equipment, and ensuring that textbooks and merchandise are appropriately available.

Supervise staff and cashiering functions and provide customer service.

Complete or supervise all store opening and closing procedures on a daily basis; effect the daily closeout process of cash registers and prepare daily bank deposits.

Implement policies and procedures as directed by the Bookstore Director and/or the Assistant Director and assist in developing new policies and procedures.

As directed by the Bookstore Director and Assistant Director, responsible for all activities related to the merchandising of school supplies, clothing, candy etc. This includes meeting with vendors, establishing quantities to be ordered, generating purchase orders on the MBS merchandise software, receiving the goods through MBS, and evaluating price mark-ups and markdowns.

**Knight Campus**

400 East Avenue, Warwick, RI 02886-1807 P: 401.825.2311 F: 401.825.2345

Direct the receiving and stocking or preparing of all incoming and outgoing shipments.

Prepare administrative and operational reports as required.

Be competent in all aspects of the MBS point-of-sale system and the related equipment including cash registers and personal computer and printer applications.

Supervise special bookstore charges, such as financial aid awards or other sponsored course waivers/reimbursements.

Assist in the management of the bookstore activities as they relate to CCRI off-campus bookstore locations.

Maintain store appearance and cleanliness.

Prepare bookstore merchandise and textbooks for physical inventories.

Perform cash register duties as required.

Assist customers.

May be asked to work at other bookstore locations at CCRI campuses and satellites.

Other related duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Ability to use MBS system applications on personal computer and cash register and to interface with student systems on the College's administrative computer system as related to bookstore operations. Equipment used includes: computer, printer, telephone, calculator, fax machine, copy machine, scissors, and knife. Must have access to and use of own transportation.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. Must be able to lift up to 50 pounds, carry, shelve, bend and stretch in the performance of bookstore operations.

**QUALIFICATIONS:**

Bachelor's degree in related field required. At least three years of college bookstore or retail management experience including personnel supervision, fundamental accounting, purchasing and inventory control required. Significant experience using a Point of Sales-system required. Experience using the MBS Textaid/ General Merchandise program or similar bookstore software preferred. Excellent interpersonal skills essential. Good organizational skills and ability to work well with the public essential. Must be able to work independently. Must be able to coordinate well with the Bookstore accounting office and textbook managers.

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals

with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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