



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

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| <b>POSITION:</b>      | Bookstore Manager   |
| <b>LOCATION:</b>      | Primarily Warwick Campus Bookstore<br>May be required to fill in at other locations |
| <b>REPORTS TO:</b>    | Director-Bookstore Operations/Assistant Bookstore Director                          |
| <b>WORK SCHEDULE:</b> | Non-Standard; 35 hours per week   |
| <b>GRADE:</b>         | CCRI PSA 10   |
| <b>SUPERVISES:</b>    | Permanent and Temporary support and clerical staff, student employees               |

*The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.*

*We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.*

**JOB SUMMARY:**

Under the direction, policies and guidelines of the Bookstore Director assist in the planning and managing of all day-to-day operations of the Knight Campus Bookstore. Coordinate and participate in the purchasing, stocking, and selling of merchandise and textbooks. Maintain a significant floor presence and availability to customers and staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Direct and supervise 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. Evaluate and remediate performance of staff as needed.
- For important Bookstore events such as semester rush and buy-backs, coordinate operational aspects which include staff scheduling, increasing cash on hand, adjusting the store's physical layout and equipment, and ensuring that textbooks and merchandise are appropriately available.

**Knight Campus**

- Supervise sales floor 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 bank deposits in conformance with college's fiscal policies and procedures.
- Implement policies and procedures as directed by the Bookstore Director/Assistant Director and assist in developing new policies and procedures.
- As directed by the Bookstore Director, responsible for all activities related to the merchandising and display 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.
- 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 third party sponsored reimbursements.
- Assist in the management of the bookstore activities as they relate to CCRI off-campus bookstore locations.
- Maintain store appearance and cleanliness ensuring a welcome and service oriented environment.
- Supervise the taking of physical inventories on a spot basis, monthly basis and annual basis
- Perform cash register duties as required.
- May be asked to work at other bookstore locations at CCRI campuses and satellites.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other related duties as required.

#### **QUALIFICATIONS:**

- Bachelor's degree required.
- At least three years of retail experience including personnel supervision, fundamental accounting, purchasing and inventory control, and overall experience in a point of sale system required, college store experience preferred.
- Significant experience using a system comparable to the MBS Textaid/General Merchandise programs required.
- 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.

#### **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: MBS system, computer, pin pads, printers, 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.

**CCRI is an Equal Opportunity / Affirmative Action Employer.**

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, [ecanning@ccri.edu](mailto:ecanning@ccri.edu).

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>

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