

Manager Bookstore

Position # 24-025

Exempt/Non-Classified/Salary Staff, full time regular, benefits eligible position. Salary is commensurate with education and experience.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Function/Summary

The Bookstore Manager is responsible for overseeing and coordinating all on-site book and supply store operations of the institution. This will include inventory management, staff supervision and training, customer service, financial management, and collaboration with faculty and departments. This role requires a combination of business acumen, organizational skills, and a customer-centric approach to contribute to the success of the college bookstore.

Minimum Qualifications

Education:

- Bachelor's degree in business or related field; OR any equivalent combination of knowledge, experience, or Training

Experience:

- One year bookstore or retail operation.

Knowledge, Skills & Abilities

- Knowledge and familiarity with Microsoft Office applications.
- Excellent verbal, written, customer service, and interpersonal communication skills.
- Ability to maintain a welcoming environment.
- Excellent decision-making, multi-tasking, planning and organizational skills.
- Supervisory skills.
- Must have excellent attendance and ability to work a flexible schedule.
- Speed and accuracy in all duties and responsibilities.

- Ability to perform basic mathematical calculations.

Duties/Responsibilities

Frequency:	Duties:
45%	<p>Inventory Management and Coordination</p> <ul style="list-style-type: none"> • Monitor and manage inventory levels of textbooks, supplies, and merchandise. • Initiate contact with vendors to evaluate products and purchases as necessary. • Determine most cost-effective choice for purchases. • Place all orders for needed inventory. • Maintain, safeguard, and account for product inventory. • Perform daily cash out procedures with assistance of the WVUP business office. • Run required accounting reports from Square system.
30%	<p>Customer Service</p> <ul style="list-style-type: none"> • Interact with students, faculty, and other customers. • Ensure a positive and welcoming atmosphere in the bookstore. • Resolve customer complaints and inquiries. • Act as liaison between students and eCampus bookstore. • Assist students in ordering books from eCampus through their website and kiosk. • Coordinate receipt of books from eCampus and pick-up of said books by students. • Collaborate with academic departments for course material requirements. • Attend relevant department meetings and communicate bookstore services.
20%	<p>Staff Supervision and Training</p> <ul style="list-style-type: none"> • Assign responsibilities to staff and any student workers assigned to the bookstore. • Create and coordinate the staffing schedule, including student workers. • Train staff and student workers to ensure understanding of assigned duties. • Supervise staff and student workers to ensure tasks are completed properly and timely. • Evaluate employee performance and provide constructive feedback. • Maintain a compliant workplace in accordance with county, state, and federal regulations.
5%	<p>General</p> <ul style="list-style-type: none"> • Other duties as assigned.

Posted

01/16/2024 with an application deadline of 02/05/2024.