

# Rich Mountain Community College

## Position Description

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Type Position:	<b>Classified – Class Code C055C – Grade C112 Non-Exempt (Overtime Eligible for up to 240 hours)</b>
College Title:	<b>Bookstore Manager</b>
OPM Title:	<b>Assistant Bookstore Manager</b>
Supervisor:	<b>Vice President of Administration</b>
Area:	<b>Auxiliary Services</b>

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The Bookstore Manager works under the supervision of the Vice President of Administration, and is responsible for the operation of the College Bookstore. This position is governed by College policy.

The responsibilities of the Bookstore Manager include:

### Position Specific:

- Sets up each semester in CourseWorks software program. Export, import, upload, and update semester information between the CourseWorks and Cams software programs.
- Generates adoption letters for faculty review and updates. Once returned, enter each adoption item into CourseWorks.
- Informs instructors of new editions, backorder dates, out of print and out of stock items.
- Reviews records from previous years to determine quantity required for each class offering, estimates buyback quantities of each textbook and determines need for purchase of addition copies (new or used) from distributors.
- Orders textbooks and supplies according to projected student needs. Contacts suppliers about any problems such as shortages, backorders, wrong editions, etc.
- Generate enrollment report updates to ensure quantities are sufficient for each class.
- Generate reports for all class changes and orders textbooks as needed to ensure books are available asap for student use.
- Receive textbooks and supplies by invoice into CourseWorks, and/or BookLog. CourseWorks calculates textbook prices from this information and generates barcodes and shelf tags needed for placement of books within Bookstore.
- Enter e-requisitions for all items purchased.
- Receipts and accounts for all incoming monies in the bookstore. Prepares daily cashiers report for Business Office. Prepares book charge information to assist Financial Aid office in award information.
- Conducts textbook buyback and returns any unneeded textbooks to vendors.
- Plans space requirements for books, clothing and other supplies. Prepares inventory reports; assists with the development and updating of bookstore policies and procedures; conduct sales promotions; and plans and oversees setting up of displays.
- Monitors inventory daily and prepares end of fiscal year inventory report.
- Receipts all incoming orders and prepares receiving report for the accounts payable process.

- Monitors mark-up and profit margins.
- Provides an upbeat student oriented collegiate Bookstore environment.
- In conjunction with Administration, develop and maintain an on-line college Bookstore.
- Assists in off-campus registration.
- May supervise others within the Bookstore setting.
- Coordinates with other Campus departments to prepare for special events.
- Compiles fiscal reports and maintains accurate and adequate records providing an audit trail for all fiscal activity in the Bookstore.
- Establish and maintain cooperative relationships with other collegiate Bookstores.
- Maintains good customer relations by answering questions about products and advice customers on merchandise selection and responding to customer and supplier inquiries about order status, changes or cancellations.
- Performs other job related duties as assigned.

#### College-Wide:

- Seek and implement activities, services and programs which assure that RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region.
- Treat all who use the College's resources with dignity.
- Challenge all learners to maximize their potential.
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
- Promote and help develop a College environment of respect, dignity and cooperation where ideas, questioning and the continued pursuit of self-development are valued as a means toward learning and growth.

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#### MINIMUM QUALIFICATIONS:

- Formal education equivalent of a high school diploma, one to two years college is desirable.
- Two years of specialized training in sales and marketing or related field.
- Two years of experience in a revenue producing facility, preferably in a collegiate setting.
- Ability to work with limited direction, take initiative, and have the ability to plan and carryout responsibilities to achieve desired outcomes within position description.
- Able to maintain accuracy and confidentiality.
- Be courteous and relate well to internal and external customers.
- Be tactful and possess good communication skills (written and verbal) and be able to communicate effectively with staff and others with whom this position has contact
- Have computer related experience.
- Knowledge of purchasing principles and procedures.
- Ability to determine merchandising needs by reviewing inventory and pricing information.
- Ability to coordinate various sales and advertising activities.
- Ability to direct the work of clerks and cashiers.

- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities
- Demonstrated knowledge and skills in the use of a computer as it relates to specific position requirements
- Demonstrated effective communication skills, both oral and written
- Demonstrated commitment to learning
- Demonstrated commitment to the community college philosophy
- Demonstrated commitment to assisting students and faculty
- Demonstrated effective interpersonal and communication skills
- Demonstrated effective leadership and team building skills
- Demonstrated effective organization skills
- Demonstrated commitment to professional development

**APPLICATION REQUIREMENTS:**

- Letter of Interest
- Resume
- Contact information for five references
- Completed **RMCC application**
- **Unofficial Transcripts**
- A separate written statement addressing the applicant's qualifications with regard to the position requirements
- A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

Email/Mail/Fax application to:  
 Brenda Gillogly  
 Vice President of Administration  
 Rich Mountain Community College  
 1100 College Drive  
 Mena, AR 71953  
 Phone: 479.394.7622 x 1500  
 Fax: 479.394.2828  
 Email: bgillogly@rmcc.edu  
 www.rmcc.edu

Review of applications continues until position is filled. Salary is commensurate with experience. RMCC is an equal opportunity employer.

Minorities and females are encouraged to apply. AA/DFW