



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

**ABOUT CCRI:**

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners 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.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best:

<https://www.ccri.edu/equity/culture/guidingprinciples.html>

**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.
- 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, and 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 / Affirmative Action Employer.**

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. 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 Title IX Coordinator at: [TitleIXCoordinator@ccri.edu](mailto:TitleIXCoordinator@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: <https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf>

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