



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

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

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 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 mostly in the Knight and Flanagan Camus Bookstores. 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, buy-backs, graduation, and Enrollment and Welcome Days coordinate operational aspects which may include staff scheduling, increasing cash on hand, adjusting the store's physical layout and equipment, and ensuring that textbooks and merchandise are appropriately available and coordinating with other campus departments to ensure the Bookstore has a presence at such events.
- Oversee the Bookstore website including, store hours, website layout and online orders.
- Supervise marketing and social media for all Bookstore locations.
- 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, working closely with the Bookstore Accountant and Chief Accountant.
- 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 and campus departments (as needed), 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.
- Coordinates purchases and sales of all merchandise including school supplies, clothing, candy, etc., across all Bookstore locations working most closely with Knight and Flanagan.
- Coordinates and sets all price mark-ups and mark downs across all Bookstore locations. Processes special orders from other CCRI departments including some donations.
- Organizes sales and clearance across all Bookstore locations.
- 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.

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.

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>

BFS502729_AUG2019