



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Bookstore Manager
<b>LOCATION:</b>	Primarily Providence and Newport Campus Bookstores, (may be required to fill in at other locations)
<b>REPORTS TO:</b>	Director-Bookstore Operations
<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.

**BASIC FUNCTION:**

Under the direction, policies and guidelines of the Bookstore Director assist in the planning and managing of all day-to-day operations of the 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:**

Administration and control of the textbook operation including purchasing, 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 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.

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.

Implement policies and procedures as directed by the Bookstore Director/Assistant Director and assist in developing new policies and procedures.

**Knight Campus**

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As directed by the Bookstore 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 textbook 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.

Assist in the taking of 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 experience including personnel supervision, fundamental accounting, purchasing and inventory control and overall experience in the textbook area required. Significant experience using the MBS Textaid and General Merchandise programs required. Excellent interpersonal skills essential. Good organizational skills and ability to work well with the public essential. Or, any combination of education and experience which is substantially equivalent to the above qualifications.

***CCRI is an Equal Opportunity / Diversity Employer.***

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.*

BOOKSTR503027

Rev 8/10