Supervisor, Bookstore

Job Code 00007299

General Description
Responsible for selling, purchasing, displaying and returning all general books.

Examples of Duties
Develop merchandise mix through purchasing and returning general books.
Supervise and train employees in General Book department.
Provide resource information for customers and academic departments.
Maintain physical appearance of the department.
Order books.
Create marketing displays.
Stock shelves.
Monitor book returns.
Arrange book signings and special events.
Assist in monitoring bookstore budget.
Conduct inventory of books.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Books available on the current market; of book merchandising; of available equipment; of student class hours; of current classes being offered.

Skill in: Communicating the needs of the department; in ordering books, utilizing the available equipment; in maintaining displays; in supervising staff.

Ability to: Conduct inventories; to arrange book displays; to monitor book store budget.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements