

ASSISTANT BOOKSTORE MANAGER *

Function of Job:

Under general supervision of Bookstore Manager, to assist in all aspects of administration and operation of the campus bookstore, including responsibility for supervision and coordination of activities involved in ordering, receiving, returning, pricing, and selling new and used textbooks and/or other bookstore merchandise.

Characteristic Duties and Responsibilities:

1. Assist the manager in general operations of the bookstore, with direct responsibility for assigned phases of operation.
2. Coordinate new and used textbook related activities, as assigned, including maintaining inventory; ordering, receiving, storing, and returning texts; establishing quantities to be purchased and source location; consulting with faculty and students on problems with texts, and proper inventory amounts; and supervising related computerized records program.
3. Supervise and train staff or student workers as assigned.
4. Be responsible for organization of Bookrush.
5. Review effectiveness of computerized textbook records program and recommend changes as necessary.
6. Act as liaison with appropriate wholesalers and suppliers.
7. Be responsible for general operations of Bookstore in Manager's absence.
8. Participate in professional meetings and seminars.
9. Assist Manager in special projects assigned.
10. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate of Arts degree **and** three years of experience in textbook buying, including experience using a computerized data base management system, or equivalent combination of education and experience.
2. Supervisory ability and experience.
3. Ability to work well with faculty, students, and staff.
4. Knowledge and familiarity with the textbook market and college store operation.

8/11/87 _____
System Approval

8/11/87 _____
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - Original approved 8/22/75.