



Trinity Valley Community College
Job Description
Assistant Director of Bookstore Services

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Assist the Director in the operations of the Athens Campus Bookstore. Provide high level of service to students and employees and maintain profitability of the Bookstore.

REPORTS TO:

Director of Bookstore Services

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate's degree in Business Administration or related area

PREFERRED:

Bachelor's degree

EXPERIENCE REQUIRED:

Two (2) years' work experience in retail sales

PREFERRED:

Three (3) years' experience with supervisory and online selling and purchasing

OTHER LICENSES OR CERTIFICATIONS:

Valid Texas Driver license without restrictions which could prevent employee from performing duties and responsibilities including serving as back-up for other staff members responsible for intercampus courier and mail delivery services

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|-------------------------|
| • Typing/Data Entry | • Basic math |
| • Computer software proficiency – Microsoft Office | • Leadership/Management |
| • Written and oral communication | • Attention to detail |
| • Interpersonal and/or customer service skills | • Time management |
| | • Organization |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Assist faculty/staff with supply purchases and orders. Record department charges for supplies with appropriate signature from faculty/staff. Accumulate charges for monthly report prepared by Bookstore Director.
- Assist students in the selection of books and supplies required for specified classes.
- Maintain accurate records of sales, daily cash reports,, purchases, accounts payable and inventory valuation at the Athens campus store.
- Maintain appropriate cash control, inventory security, and fraud prevention techniques in the Athens campus store.

All TVCC positions are security sensitive and require a criminal background check.



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- Maintain merchandise displays and develop new marketing strategies for in-store and online sales and promotions.
- Perform duties related to college mail and courier services, including U.S. Mail and intercampus mail.
- Personally maintain, expect staff to maintain and assist other staff in maintaining a level of excellence in customer service.
- Processing of textbook orders submitted online.
- Purchase merchandise for resale at all campus bookstores including textbooks, clothing, imprinted items, and supplies.
- Required to open and close Bookstore daily.
- Responsible for accurate completion of sales at the cash register including those by cash, check and credit card.
- Stock merchandise including clothing, accessories and supplies.
- Assist in textbook buy-back process each semester.
- Update website with current merchandise including clothing and imprinted items Post store announcements as necessary on website.
- Conduct physical inventory count in Athens store annually; calculate costs for each inventory item; generate reports to support inventory value included in the college's Annual Financial Report.
- Record financial aid charges for Bookstore merchandise to student accounts maintaining proper records as required by Business Office.
- Plan and conduct merchandise sales activities for college functions including Family Day & Homecoming.
- Maintain the Bookstore's presence on social media
- Perform all duties included in processing online order in a timely manner including processing paperwork, lifting textbooks, and packing with correct items.
- Manage ordering and receiving functions using back office software. Update item and pricing of merchandise in the system.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.
- Other duties as assigned by appropriate supervisory personnel.

SUPERVISOR DUTIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Supervise hiring and job duties of student workers.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

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WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Required: stooping, reaching, standing, walking, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, repetitive motions, computer work, and light work.
- Subject to: kneeling, crouching, pushing, and pulling.
- May need to: Climbing, and medium work

MENTAL DEMANDS:

- Emotional control under stress less than 25% of the time
- Frequent interruptions more than 50% of the time

The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/12/2021

Classification:	Staff	Coordinating/Non-Coordinating:	Non-coordinating
FLSA Status:	Exempt	TVCC Job Code:	1599
DBM:	B	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	11-9199	Employment Status:	Full-Time
Salary Range:	175	Length:	12 Months
FUND:	200	TRS POS. CODE	TRS 03

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