UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Manager, Bookstore (Sign Shop & Special Events)

DIVISION: Student Affairs (Memorial Union Bookstore)

REPORTS TO: Administrator, Bookstore

GRADE: 7

SUPERVISES: Rams’ Zone Store, Ram Sign Shop & Special Event Sales Staff

BASIC FUNCTION:

Plan and manage the Rams’ Zone Store and on-line sales. Market and oversee the Ram Sign Shop and develop marketing strategies for the combined businesses. Oversee all special event sales and concessions outside of the main bookstore.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Oversee the day-to-day operation of the Rams’ Zone Shop and Ram Sign Shop.

Develop a marketing plan that encompasses the three outlined retail areas of the Rams’ Zone Shop, the Ram Sign Shop, and special events. Implement and maintain communications with URI departments that enhances the Bookstore’s participation in overall University events.

Maintain a relationship with the University’s men’s and women’s sports and with Global Spectrum (Ryan Center), which serves the combined interests of these areas and the services offered through the Ram Sign Shop or special event sales.

Organize and set up all outside concession sales at athletics events or other special events, both on- and off-campus.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Computers, color printing systems, point-of-sale system, laminating equipment, various graphic arts software applications, such as Illustrator and Adobe PhotoShop.
ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree, preferably in marketing; a minimum of three years of experience in sign making, utilizing both wet and dry application techniques; comprehensive knowledge in the use of Illustrator software application or other related graphic arts software; prior experience in retail college bookstore operations; strong interpersonal skills and written and verbal communication skills; ability to organize, coordinate and supervise support staff.

Preferred: Experience in copy center printing systems, including color copiers; familiarity with other university marketing programs.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.