

**Job Code:.....100629**  
**Position #: (PSA).(E)**  
**Developed by:.... PW**  
**Reviewed by: LK; DLJ**  
**Approved by:.....LK**  
**Date:2/03; 11/16/22**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Manager, General Merchandise (Bookstore)  
**DIVISION:** Student Affairs (Campus Store)  
**REPORTS TO:** Assistant Administrator, URI Campus Store  
**GRADE:** 10  
**SUPERVISES:** Bookstore clerical staff and student workers

**BASIC FUNCTION:**

Responsible for the purchasing and inventory control of all clothing, gift items, supplies, and other related products that customers may request. Coordinate and train both student and regular sales floor staff. Support the department policies and procedures for order fulfillment, online store products, and packaging and shipping of online orders. As a member of the store leadership team, assist in the development of consistent standard operational policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Participate in general merchandise inventory analysis, run sale reports, and analyze sale history and trends that will meet projected sales and inventory levels. Build general merchandise stock keeping units (SKUs) and issue purchase orders for incoming products. Work directly with vendors, including sales or marketing representatives, to develop merchandise assortment plans and services, and special event calendar.

Coordinate sales floor merchandise through training and direct guidance of sales floor staff. Assign tasks as needed.

Obtain product images and ensure all merchandise is represented on the website.

Provide customer service training and support for sales floor staff.

**OTHER DUTIES AND RESPONSIBILITIES:**

Partner with academic departments to develop student internship opportunities at the store.

Review overall pricing and determine if product should be identified as clearance merchandise.

Perform other related duties as needed.

**LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers; word processing, database management and spreadsheet software. Windows. Excel. Word. Point of Sale systems.

**ENVIRONMENTAL CONDITIONS:**

This position is not exposed to adverse environmental conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree; Minimum three years of progressively responsible experience in a retail environment; Demonstrated experience in the use of merchandise database software; Demonstrated experience in the use of Point of Sale (POS) systems; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to organize and coordinate tasks to meet a deadline; and, Demonstrated ability to work with diverse groups/populations.

**PREFERRED:** Demonstrated experience working in a college store environment; and, demonstrated experience working with specific college store operational software applications (i.e., MBS Systems, Follett POS & Inventory Management systems, Prism RBS Solutions, or Oracle NetSuite system).

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