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UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Administrator, Bookstore
DIVISION: Student Affairs - (Memorial Union Bookstore)
REPORTS TO: Administrator, Bookstore
GRADE: 13
SUPERVISES: All staff in Campus Copy & Design, RAM Computers, Providence Campus Bookstore, RAM Escape, RAM Express, RAM On-Line; development training for Bookstore staff

BASIC FUNCTION:

Plan and manage activities in all satellite retail operations, and in partnerships with other URI departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan and manage various store projects and coordinate all personnel efforts.

Implement systems and procedures to enhance Bookstore programs such as the "Box and Carry Textbook Reservation Program", "Rhody Ready Computer Program", on-line retail sales, custom coursepack business, and other related store projects.

Plan and manage Bookstore hardware and operational software systems.

Maintain the E-commerce business, web pages, and e-mail communication etiquette.

Market and oversee coursepack and custom-publishing business. Develop other printing services, particularly digital printing department. Manage equipment lease contracts for all technical equipment.

Meet with academic department personnel and faculty on a regular basis to address Bookstore services. Collaborate with all departments and colleges to identify systems and procedures that enhance overall University customer services as related to the Bookstore.

Assistant Administrator, Bookstore

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Provide leadership in the development and training of Bookstore personnel, including identifying specific training needs, and working to develop the technical capabilities of all Bookstore employees.

OTHER DUTIES AND RESPONSIBILITIES:

Provide other related duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, spreadsheet software; Apple, PC and AS400.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required. Retail and major account sales with marketing experience is required. Prior experience in bookstore operations preferred. A minimum of 3-5 years of progressive experience in coordinating projects and in team management skills required. Comprehensive Mac and/or PC experience, including high volume sales and knowledge of various reseller agreements for institutions of higher education, required. The following are also required: proficient use of spreadsheet and database software; comprehensive knowledge of Excel, Filemaker Pro, and digital printing graphics software; hands-on experience with client systems in a networked environment (Mac or PC); strong interpersonal skills and demonstrated ability to coordinate team efforts. Experience in copy center printing, coursepack publishing, graphic arts and other computer software applications preferred. Operational knowledge of digital printing systems is also preferred.

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