

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	College Store Manager	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Bookstore	<b>REPORTS TO:</b>	Controller
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**Position summary:** Under indirect supervision, this position is responsible for the maintenance and operations of a facility for the procurement and sale of textbooks and supplies. This position reports directly to the Controller, keeping him/her abreast of all planning, organizing, staff and development of Panola College's Store.

**Position responsibilities:**

- Coordinate the timely determination of student needs for instructional materials with instructional administrators and faculty members.
- Issue receipts and accounts for all merchandise received and sold in coordination with the Controller and Vice President of Fiscal Services.
- Establish operating hours which meet the requirements of the student body.
- Develop a policy for the purchase and resale of used textbooks.
- Perform such inventories as will assure adequate availability of textbooks and supplies.
- Order textbooks and other instructional materials on a timely and consistent basis.
- Stay up to date with students' needs and desires for College Store merchandise.
- Supervise personnel assigned to assist in College Store operation including student workers.
- Adequately secure all monies and supplies with the College Store.
- Make recommendations to the Controller concerning budgetary needs of the College Store.
- Coordinate distribution and delivery of campus mail.
- Assist students and employees as needed.
- Provide innovation and vision for the College.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Associate's degree preferred with at least 3 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, students, and the community.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills.
- Some skill in budget preparation needed.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/store work environment.
- Physical effort required; the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.