

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION Bookstore Manager (Full-Time, Benefitted)
APPLY BY September 2, 2024
HIRE DATE September 13, 2024

DIVISION Marketing/Public Relations
REPORTS TO Chief Communications Officer
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE August 20, 2024

SUMMARY

The Bookstore Manager is responsible for the successful delivery of course resources, including managing the relationship with our partner book vendor, ordering and providing kits, supplies, uniforms, and other items needed by students, faculty, and staff, and ensuring students have the tools they need to support an excellent learning environment. The bookstore manager will also lead bookstore operations, including overseeing the financial, personnel, and operational activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Manage the college bookstore's operational activities, including sales, purchasing, pricing, receiving and distribution, inventory control, point-of-sale systems, financial management, and public relations. Follows established processes while bringing forward continuous improvement opportunities.
- Serve as the main point of contact for a third-party textbook vendor, including supporting faculty with textbook adoptions and ensuring they enter the system.
- Establish and maintain relationships with suppliers for kits, supplies, uniforms, and Southwest Tech-branded merchandise.
- Interview, hire, and supervise staff and student employees; establish work methods and bookstore policies; implement training agendas; set schedules; recommend formal personnel actions; and conduct performance reviews.
- Work internally with faculty to create work-based learning opportunities for students in the bookstore.
- Member of the Charger Tech 360 team to provide devices as a course resource.
- Develop accurate timelines for meeting deadlines, plan store promotions, sales, and special events, and textbook buy-back programs, establish service levels, and implement goals and new strategies.
- Maintain current knowledge in campus bookstore sales and management and assist the Chief Communications Officer in establishing, implementing, and updating College bookstore-related policies and procedures.
- Accountable for the financial and student satisfaction results of the bookstore in collaboration with the Chief Communications Officer.
- Perform other duties as assigned, including projects, special events, and committee work.

TRAINING AND EXPERIENCE

- Associate's degree in accounting, business, or a related field.
- 4 years of relevant experience.
- Or equivalent combination of education and experience.

KNOWLEDGE

- Customer Service Principles.
- Inventory and Merchandising Techniques.
- Applicable computer programs.
- Applicable equipment and supplies.
- Profit Projections and Supervisory practices.
- General accounting principles.
- Database management principles.
- Preparing related documents.

SKILLS

- Using a computer & related software applications.
- Sorting books and preparing reports.
- Monitoring and evaluating the work of staff.
- Interpreting departmental procedures and policies.
- Communication and interpersonal skills.
- Providing customer service.
- Providing training.
- Prioritizing and assigning work.

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (TDD: 608.822.2072) or email disabilityservices@swtc.edu

SALARY RANGE

B24 Hourly: \$22.00 - \$28.61

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.