



ALABAMA SOUTHERN COMMUNITY COLLEGE

Position Vacancy Announcement

Position: Bookstore Manager – Monroeville Campus

Qualifications:

The preferred minimum employment qualifications for the Bookstore Manager -- Monroeville Campus shall include:

1. Associates degree in business or related field of study.
2. At least three years' of related field experience.
3. Demonstrated mainframe (AS/400) computer skills..
4. Proficiency in communications skills.
5. Ability to work well with others and work under pressure.

Position Summary:

The Bookstore Manager -- Monroeville Campus is responsible for the supervision of the College's bookstore. This responsibility includes determining prices of merchandise in accordance with established policies of the College, maintaining current listing of textbooks required for all college sponsored courses, and placing orders with appropriate vendors for textbooks, school supplies, office supplies, and other merchandise sold in the store, and supervising bookstore operations at College campuses and centers. Bookstore Manager -- Monroeville Campus performs all other duties as directed by the Vice President for Finance and Administrative Services.

Duties:

1. Placing all orders for books with the current inventory and book buy-backs.
2. Placing and ensuring that all orders are placed in accordance with College policy which includes having required purchase requisitions and orders before said orders are placed.
3. Receiving, verifying, adding to inventory records, stocking and affixing price stickers with the appropriate prices that have been established in accordance with College policy.
4. Vouchering payments for bookstore and snack bar purchases using credit memos as required.
5. Determining prices on book buy-backs in accordance with College policy.
6. Purchasing all supplies for the bookstore to sell to students, faculty, staff, and the general public.
7. Distributing books to athletic scholarship and President's scholarship recipients, receiving book returns at the end of the quarter, and posting the amount to be charged on the appropriate scholarship account.
8. Ensuring College centers have an adequate supply of books for all classes.
9. Supervising bookstore operations at other College campuses and centers.
10. Supervising work-study students assigned to the bookstore.
11. Closing out the cash register daily. Maintaining petty cash in registers and submitting cash receipts with the register tape to the Treasurer for processing.
12. Maintaining adequate files and inventory records.

13. Ensuring that the bookstore is open a minimum of four hours each day and the first meeting of each night class at the beginning of each semester.
14. Conducting manual and automated inventory as required by College policy.
15. Making returns to various publishers and other vendors when necessary and submitting the credited memos to the Treasurer in a timely manner for processing.
16. Learning computer programs and systems required to properly conduct assigned responsibilities.
17. Ensuring that individuals using or working in the bookstore are properly trained as to the proper and safe operation of all equipment.
18. Serving on and providing information to College committees as needed.
19. Assisting in recruitment and retention of students.
20. Working closely with the College administration on the development of annual budgets for approval by the President.

Salary: Salary level for this position will be determined by educational attainment level and years of applicable experience according to Salary Schedule E of the State of Alabama College System Salary Schedule.

Application Deadline: June 13th 2007

Starting Date: September 1st, 2007

Application Procedure:

Send a completed application package to:
Mrs. Lee Taylor, Vice President for Learning/Academic Affairs
Alabama Southern Community College
P.O. Box 2000
Monroeville, AL 36461

A complete application consists of:

1. **An Alabama Southern Community College Application**
2. **A resume showing education degrees earned and employment history**
3. **Copies of transcripts from all colleges attended**
4. **The names, addresses, and telephone numbers of at least three professional references**
5. **Three letters of recommendation**

Incomplete applications or applications received after the deadline will not be considered. Applicants selected for interview will be notified of the date, time, and location of the interview by telephone. Interview expenses will not be paid by the college. **Official application forms may be obtained from the College Website www.ascc.edu or from the Vice President for Learning/Academic Affairs by written request.**

Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

