

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Asst to Supv College Bookstore	<b>Job Code:</b>	41251
<b>Job Function:</b>	Staff	<b>Grade:</b>	114
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	1000 Administrative Support Division	<b>Date:</b>	1/1/04;7/1/99

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**Job Summary:**

Assists with the daily operations of the bookstore and assumes additional duties in the supervisor's absence. (Requires successful completion of math test)

**Essential Functions:**

40% Monitors store inventory including reordering inventory as necessary, finding new product lines, meeting with vendors, and attending trade shows.

30% Performs data entry duties to update inventory and accounts payable files.

15% Organizes the books and supplies while managing the pricing and stocking operations.

10% Places orders via phone and on-line for store supplies, materials, and inventory.

5% Assists in the training and supervision of supplemental staff.

**Education:**

Requires high school diploma or GED.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 1 year retail experience. Strong written and customer service skills required. Strong math skills are required for performing inventory, accounting and cashiering functions.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Light physical effort required involving stooping and bending; individual has limited discretion about walking, standing, etc.; occasionally lifting of lightweight objects (up to 25 lbs.).

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.