

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Supv College Bookstore	<b>Job Code:</b>	41252
<b>Job Function:</b>	Staff	<b>Grade:</b>	119
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	1000 Administrative Support Division	<b>Date:</b>	1/1/04;7/1/99

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**Job Summary:**

Supervises all operations of the Wayne College Bookstore and the Central Stores. Coordinates the scheduling of academic, athletic, and community events that are to take place at the Boyer Physical Education Center.

**Essential Functions:**

25% Evaluates enrollment figures, past sales records, and sales trends to effectively manage the purchasing activities for the bookstore. Processes textbook orders from faculty and initiates returns of inventory in the event of overstock.

25% Creates and monitors the monthly schedule for the Boyer Physical Education Center to organize credit/non-credit courses, intramural events, college athletic events, local YMCA activities, and community/general public activities that take place at the center. Cooperates with maintenance personnel and the campus police to prepare for special events in the gym. Acts as liaison for local schools and external groups seeking to use the Boyer Center.

20% Prepares reports, bills, accounts, and year-end inventory for the bookstore and the Central Stores. Coordinates the book return process at the end of school terms, calculates the amount of money recovered, and completes required reports.

15% Oversees the accounts receivable and accounts payable functions of the bookstore. Monitors patron accounts and billing procedures while verifying and recording invoices for payment by the bookstore.

10% Performs various administrative duties including maintaining budget records, preparing new budget estimates, filling orders, and maintaining stock. Performs duties of both clerk and cashier in the bookstore as needed.

5% Enforces compliance with the current bookstore policies while evaluating, updating, or revising the policies as needed.

**Education:**

Requires a relevant Associate Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in a retail bookstore environment while performing some management duties preferably in a college or university setting. Strong customer service, math, and computer skills including word processing, spreadsheet and database capabilities required.

**Leadership:**

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 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.