NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Assistant Director of the College Store

**Department:** Administrative Services

**FLSA Status:** Exempt

**Job Status:** Full Time

**Reports To:** Director of the College Store

**Grade/Level:** Admin/Prof

**Amount of Travel Required:** As needed

**Work Schedule:** Varied hours during The College Store operating hours

**Contract Length:** 12 months

**GENERAL STATEMENT OF DUTIES:**

The Assistant Director assists in the daily operation of the college store and assumes responsibility for the management of the store in the absence of the director and is responsible for purchasing general merchandise, supplies and clothing. The Assistant Director is energetic, dedicated and enthusiastic, possesses excellent leadership, problem solving and communications skills, maintains good working relationships with all employees and vendors and provides excellent customer service.

**MAJOR RESPONSIBILITIES:**

- Responsible purchasing general merchandise and clothing for resale
- Work with students, faculty and staff to acquire merchandise required for classes
- Work with wholesale companies and their representatives to acquire quality merchandise at competitive prices
- Order merchandise, clothing and uniforms (Cosmetology kits, Nursing equipment, EMT and Policy Academy, etc...)
- Supervise accurate and timely receiving, pricing and shelving of merchandise
- Maintain accurate records of all merchandise and clothing purchases Keep prices, returns and credits current
- Inform and update college store employees on all clothing and general merchandise related changes
- Manage the general merchandise and clothing component of the website and processes online orders
- Create displays for general merchandise and clothing to promote sales
- Prepare for and assists with yearly inventory
- Able to complete daily, monthly and yearly opening and closing procedures for the store
- Able to resolve problems related to the operation and interface of the Point of Sale system
• Cross train in all aspects of store operations
• Complete all jobs as assigned by the director
• Supervise and assist in training student workers
• Responsible for management of store during director’s absence
• Customer service oriented
• Multiplicity of computer/web page/excel/windows/word processing skills
• Accounting knowledge
• Ability to operate cash register
• Ability to operate basic office equipment (computer, FAX machine, copy machine, adding machine)
• Excellent verbal and written communication skills
• Excellent organizational and planning skills
• Ability to prioritize and handle multiple tasks
• Excellent critical thinking skills
• Detail oriented
• Creativity and innovation
• Leadership skills
• Flexible and adaptable
• Learning ability
• Tolerance for stress
• Team skills
• Technical knowledge
• Personal work ethics/integrity/honesty

MINIMUM QUALIFICATIONS:
• Post-secondary degree in Business, Management or Accounting
• Work experience may be accepted in lieu of degree
• Minimum five years’ experience in retail
• Retail purchasing experience
• Supervisory & management experience preferred

PHYSICAL REQUIREMENTS:
• Ability to lift up to 50 lbs.
• Ability to stand, walk and lift books for up to 10 hours daily with few or no breaks during busy times
• Frequent sitting, standing, reaching, carrying, bending, frequent near vision use and lifting
• Must be able to handle multiple tasks with many interruptions

MENTAL REQUIREMENTS:
• Patience and diplomacy in all dealings with faculty, co-workers, staff, students and customers
• Ability to prioritize and perform multiple tasks
• Ability to understand and practice basic concepts of confidentiality and privacy
• Communicate appropriately with a variety of persons daily
• Tolerance of stress

ENVIRONMENTAL:

• Minimal hazards

SIGNATURES:

______________________________________________________________ Date
Assistant Director of College Store

______________________________________________________________ Date
Director/College Store

______________________________________________________________ Date
Vice President for Administrative Services

______________________________________________________________ Date
President