



Turtle Mountain Community College

10145 BIA Road 7
P.O Box 340
Belcourt, ND 58316
Phone 701-477-7862
Fax 701-477-7892
www.tm.edu

Bookstore Supervisor

Position Title: Bookstore Supervisor
Contract Term: 12 month position
Accountable To: Comptroller / Arrowhead Printing Manager
Salary: \$38,821 – \$42,148 annual

Summary of Position: This position assists the Arrowhead Printing Manager. This position is responsible for the planning and managing the day-to-day operations of the campus bookstore: purchase, stock, and sell merchandise, along with the ordering, maintaining and distribution of textbooks.

JOB CHARACTERISTICS:

Personal Contacts: This position requires daily contacts with: students, staff, faculty, the general public, and vendors to ensure the supplies necessary to complete the mission of the institution. Continuous contact with the business office and Arrowhead is essential to maintain a smooth flow of operation.

Supervision Received: The Comptroller provides daily supervision and guidance.

Supervision Given: Supervises Bookstore Technician and Work Study students

Essential Functions: Provides positive customer service to students, faculty and staff. Maintaining the POS system. The majority of the work will be conducted during the regular business hours; however, exceptions may occur during year-end inventory or other special occasions. Limited travel may be required.

RESPONSIBILITIES:

- Continuous look for up-to-date items to keep the store inventory relevant and current.
- Order retail inventory and textbooks. Inspect supplies and textbooks received. Restock shelves and displays. Shelve, organize the books on hand and distribute books to students according to their class schedule. Track unreturned books and the cost.
- Responsible for all activities related to the merchandising of school supplies, clothing, candy, etc. This includes meeting with vendors, establishing quantities to be ordered, generating purchase orders on the Point of Sale (POS) system, and evaluating price mark up and markdowns.
- Competent in all aspects of the POS system or a similar point of sale system more than just a cash register.
- Make labels and tag retail inventory, supplies and textbooks received.
- Administer and control of the textbook operation including purchasing, timely paperwork processing, and record keeping in the WASP system, including placing/removing bookstore holds on students who didn't return textbooks.



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- Assure the completion of all the daily and close-out activities.
- Assist with physical inventories and inventory control and maintenance.
- Participate as a member of committees as assigned.
- Supervises work-study students and Bookstore Technician.
- Other duties as assigned.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of computers. WASP System, POS, Excel, Word helpful.

Skills: This position requires a good listener; a person with good verbal and written communication; good organizational skills; computer skills to include databases, word processing, spreadsheets, using POS; Inventory management, using WASP, time management; and people skills.

Abilities: This position requires the ability to: lift heavy objects up to 50 lbs.; multi-task; handle stressful situations; work with the public. Ability to complete tasks in a timely manner and maintain professional composure; follow verbal and written instructions; and establish effective working relationships with fellow employees, supervisors, students, and the public.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Associate Degree in Business with 2 years' documented experience maintaining a Point of Sale system in a retail setting; OR
- 5 years' documented experience maintaining a Point of Sale system in a retail setting.

Preferred Qualifications:

- Supervisory experience.
- Documented knowledge of accounting principles and practices.
- Experience using WASP & LightSpeed POS.