

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title	TEXTBOOK COORDINATOR-BOOKSTORE
Revised: 9/10/2018	Department	BUSINESS & SUPPORT SERVICES
Level: Staff, Range 4	IPEDS	CLERICAL & SECRETARIAL
FLSA: Nonexempt	Reports to	BOOKSTORE DIRECTOR

POSITION SUMMARY

The Textbook Coordinator is responsible for ordering, purchasing, and distributing textbooks, software and materials to all Crowder College locations and instructors as required; responsible for book adoptions and stock at all college locations; and must ensure the highest level of customer service to faculty, students, vendors, and visitors. This position will also maintain the bookstore website with books and gear and will be responsible for sending marketing and advertising emails as needed. Duties will include but are not limited to the major functions outlined below.

MAJOR FUNCTIONS

1. Initiate textbook adoptions with divisions at appropriate times.
2. Enter textbook adoptions as turned in by the faculty; work with faculty in determining materials needed for new adoption review; and discuss price concerns and options with faculty and administration as needed and/or as indicated by Bookstore Director.
3. Prepare shelves for specific semester selling thru organizing shelves, filling out the shelf tags and making notes as needed for clarification.
4. Post and maintain textbook adoptions each semester to the website and provide necessary information for successful sales.
5. Effectively and timely communicate with faculty/divisions in regards to textbook changes, problems with stock, etc.
6. Generate and distribute shelf tags to all locations.
7. Request materials needed for faculty, enter and distribute through the college system.
8. Accurately reconcile purchase orders with shipments and close the purchase orders; follow up on back orders.
9. Effectively work with publishers as needed for new books, custom books, best pricing, delivery and other issues as needed and follow up on all open and unreceived purchase orders.
10. Approve and submit invoices to Bookstore Director for billing.
11. Receive books upon arrival at each location as needed and distribute appropriately.
12. Maintain appropriate inventory levels at all stores.

13. Update and maintain pricing on both new and used books.
14. Work with offsite locations to get their books returned after semester starts.
15. Create buyback list for approval by store manager and arrange advertising as needed.
16. Collaborate with the Bookstore Director as needed on book returns.
17. Effectively maintain scholarship and dual credit inventory, check-out and return.
18. Responsible for physical inventory of books at each Crowder College location.
19. Other duties as assigned by the Bookstore Director.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. High School diploma or equivalent. Associate Degree preferred.
2. Computer skills to include Microsoft Word, Outlook, Excel, and Powerpoint.
3. Ability to establish and maintain professional conduct and positive working relationships with students, employees, and community/vendor contacts.
4. Excellent communication and organizational skills including phone etiquette.
5. Ability to work independently with a minimum of supervision.
6. Ability to handle basic mathematical calculations.
7. Cash management skills.
8. Ability to lift up to 70 pounds, stand, squat and lift as needed.

EQUIPMENT/SOFTWARE

1. Operate standard office equipment such as computers, desktop calculators, cash register, postage meter, credit card machine, fax, copiers, and telephones.
2. Ability to operate a personal computer using the Windows environment, key in data accurately, and use e-mail.

POSITIONS SUPERVISED

Work-Study and other student help as needed.

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust, and chemicals. Some travel to off-campus sites may be required, as well as loading/unloading of books, supplies, etc.
2. Normal college working hours, 40 hours per week, but adjustment of hours involving evening and/or weekend work is required from time to time, particularly during first and last weeks of each semester.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Requires mobility within the Bookstore and service locations.
2. Input and access information-using computers.
3. Light to heavy lifting (5 – 70 pounds) required periodically.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk and/or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral or diagram form.
2. Ability to devise or modify methods or processes to solve specific problems.
3. Create powerpoint slides/presentations, email, and other documents as needed with minimal input of final design from Director.

LANGUAGE/COMMUNICATIONS SKILLS

Ability to communicate effectively with a variety of people, including faculty/staff, students and the general public.