BOOKSTORE ASSISTANT MANAGER

PDF Form and Information

Trinidad Campus

The Bookstore Assistant Manager is responsible for providing support to the Director of Trinidad State's Trinidad campus bookstore. Provides leadership and coordinates day-to-day operations including cash management, inventory control and customer service. Maintains positive communication with faculty, staff, and students and works cooperatively with the Alamosa Campus Bookstore Manager. This position reports directly to the Bookstore Director at the Trinidad Campus and is funded as an auxiliary service of the College.

Duties and responsibilities include, but are not limited to the following:

- Purchasing, receiving, marketing and pricing of text books, merchandise, tool kits, apparel, and other miscellaneous items as directed
- Ensures proper cash handling procedures
- Performs or checks daily cash drawer reconciliation, sales audits, cash and credit card deposits, and daily accounting reports delivered to Business Office
- May prepare monthly sales tax report to State of Colorado
- Assists in physical inventory and maintains a level of inventory for various business cycles during the year
- Supervises, trains, and evaluates bookstore work study and temporary personnel for efficient operation of the store
- Stock Shelves and supervise cleanliness of merchandise, shelves and store along with displays
- Develop an environment within the Bookstore that is professional, both in appearance and in customer service
- Works closely and liaisons with the Alamosa Campus' Bookstore Manager
- Provides backup in absence of Bookstore Director
- Other duties as assigned by the Bookstore Director

Position Qualifications

Required:

- High School Diploma
- A minimum of three (3) years demonstrated successful experience in retail operations with emphasis in those areas listed in the position description
- Demonstrated ability to plan and organize bookstore services
- Excellent communication and interpersonal skills
- Ability to lift up to 50 lbs.
- Computer literacy, knowledge and experience utilizing a variety of hardware/software
- Previous supervisory experience
- Evening and weekend hours required

Preferred:

- Associate Degree
- Experience with bookstore operations in a higher education setting
- Merchandising and marketing experience in a retail environment

Special Requirements

- Frequent to continuous standing and handling of small and large items along with pushing and pulling with reaching above the shoulders
- The successful candidate must submit to and successfully complete a post-offer, pre-employment background check as a condition of hire.

Salary

Salary is $25,000 annually be based on a full-time, 12-month contract. Excellent benefit package including health,dental, vision, life and retirement is available.

Application Instructions

For consideration, an applicant must submit the following by the closing date:

- A letter addressing the professional qualifications listed in the position description;
- A current resume;
- Unofficial Transcripts (of highest education attained); and
- The names and telephone numbers of at least three (3) references.

If selected for an interview, the following items must be available at the interview:

- Three (3) current letters of recommendation from persons in a position to evaluate the applicant's expertise as it relates to the position requirements. Include their addresses and telephone numbers.

IMPORTANT NOTE: Travel and/or relocation expenses are the responsibility of the candidate and are not reimbursed by the College.

Closing

To ensure consideration, materials must be received in Human Resources by 5pm, October 19, 2012. Applicant screening will begin shortly after the closing date and only the most qualified candidates will receive further consideration.

SEND ABOVE MATERIALS TO:

TSJC Search Committee, Bookstore – Trinidad
ATTN: Human Resources
600 Prospect Street, Campus Box 178
Trinidad, CO 81082
Email – tsjc.employment@trinidadstate.edu
Fax – (719) 846-5064 (direct fax, does not require cover sheet)

Inquiries

Lorrie Velasquez, Director of Human Resources – (800) 621-8752, ext. 5534 or (719) 846-5534
Sandra Rodman, Director of Bookstore – (800) 621-8752, ext. 5610 or (719) 846-5609

Notice of Non-Discrimination

Trinidad State Junior College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417.

Notice To All Applicants

Former employees of the Colorado Community College system or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on your application/within your application materials. All materials submitted become the property of Trinidad State Junior College and will not be returned. The State of Colorado must comply with the Immigration Reform and Control Act/1986. If hired, you will be required to provide documents to show your identity and authorization to work. This law applies to all persons hired. Colorado fiscal rules require all new employees to be on direct deposit.

About Trinidad State Junior College

Trinidad State Junior College, located in Trinidad, Colorado, is a state-supported, two-year institution of higher education. The College was established by an act of the State Legislature in 1925, and is the oldest public two-year college in the State of Colorado. The College's Service Area includes eight rural counties characterized by low population density and small communities. One campus is located in Trinidad and is a residential campus while the other, located in Alamosa, is a commuter campus. Both campuses serve distinct populations. As a comprehensive Community College, Trinidad State Junior College not only offers ongoing transfer Associate of Arts Degree and Associate of Applied Science (vocational) Degree programs, but also has developed and implemented numerous successful short-term vocational certificate programs, and totally inclusive adult education and developmental programs. For more information about Trinidad State Junior College or the College's service area, please visit us online at www.trinidadstate.edu.

For information regarding Trinidad State Junior College Security, including crime statistics for the Trinidad and Alamosa campus and surrounding area, please see the Trinidad State Junior College Campus Security website at: http://www.trinidadstate.edu/campus-security.html. For a hard copy report please contact 719-846-5618

The Valley Campus

The Trinidad State Junior College Valley Campus is located in the San Luis Valley, which consists of six counties: Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache. Located in a broad, mostly flat valley, as much as 100 miles long and 75 miles wide, with an elevation of 7,500 feet at the Valley floor, the region is rimmed by high mountains to the north, east, and west, with elevations up to 14,345 feet. The Rio Grande River rises in the western part of the region and flows south into New Mexico. The region has an area of 8,180 square miles and a population of approximately forty thousand people. Major communities in the Valley include Alamosa, Monte Vista, Del Norte, Center, Antonito, Manassa, San Luis, La Jara, Sanford, Creede, and Saguache.

Highway transportation in the Valley includes U.S. Highway 285, traversing the Valley from north to south, and U.S. Highway 160, which connects the Valley with Interstate 25 to the east. Rail service to many communities in the region is provided by the Denver and Rio Grande Western Railroad. Alamosa is served by a commercial airline with daily flights to Denver and New Mexico cities.

Scenic and recreational attractions are another major resource of the San Luis Valley including the Great Sand Dunes National Monument; Wolf Creek Ski Area; Rio Grande and Gunnison National Forests; San Luis, the oldest city in Colorado; Conejos, with the oldest church; the old mining town of Creede; and the Narrow Gauge Railroad, which runs between Antonito, Colorado and Chama, New Mexico over spectacular Cumbres Pass. Surrounding the Valley are the San Juan and Sangre de Cristo mountain ranges, with nine peaks rising above 14,000 feet.

The Trinidad State Junior College Valley Campus became accredited in 1998 as a branch campus by the North Central Association of Colleges and Schools Commission on Institutions of Higher Education. Associate of Applied Science degrees are available with an emphasis is in: Manufacturing System Technology, Heavy Equipment Maintenance, Precision Machining, Welding, Aquaculture, Office Technologies, Emergency Medical Service, Early Childhood Professional, and Nursing.

Certificate programs include: Aquaculture, Barbering, Cisco Certified Network Technology, Cosmetology, Message Therapy, Emergency Medical Technician (Basic and Intermediate), Early Childhood Professional, Agriculture Business Management, Manufacturing Systems Technology (Heavy Equipment Maintenance, Precision Machining, Welding), Law Enforcement, Nursing Assistant, Practical Nursing, Office Technologies, and Medical Assistant

TSJC Mission Statement

Trinidad State Junior College enriches the academic, technical, and cultural life of our diverse community. We are committed to offering traditional and alternative approaches to education, providing quality instruction, and promoting lifelong learning.