

Colorado Mountain College
Position Description

Title: Campus Store & College-Wide Learning Materials Coordinator
FLSA Classification: Exempt
Hiring Salary Range: \$59,776.36 - \$66,418.18

Primary Responsibility

Under a designated campus leader, the Campus Store Coordinator has primary oversight and lead responsibilities for the operation of the campus store at Spring Valley, including planning, purchasing, budgeting, marketing, merchandising, customer service, and personnel management. This position must be adept at prioritizing and juggling multiple projects, as well as setting and meeting timelines.

Under the Fiscal Affairs assigned designated staff, the College-wide Learning Materials Coordinator will have primary oversight and lead responsibilities for the college-wide learning materials program, which includes vendor contract review and negotiations while functioning in coordination with appropriate campus and college leadership and helping campus staff.

Position will require travel and representation at college-wide meetings and/or evening and weekend hours at times for successful completion of duties.

Pre-requisites for Position (Qualifications Standards)

Education and experience necessary for the rigors of the position, such as a Bachelor's Degree from an accredited institution and three years related work experience, or an Associate's Degree and five years related experience; or a High School Diploma/GED and seven years related experience; or an applicable combination of education and experience necessary for the responsibilities of the position. Direct operational, retail management, and/or online retail and learning resources experience desired.

Special skills or Abilities: Knowledge of generally accepted accounting principles; purchasing and merchandising practices and methods. Ability to: organize and prioritize work; meet deadlines; strong verbal, written, negotiating and interpersonal skills; lift 25 lbs. and push/pull up to 50 lbs; use office equipment such as computer, college software, calculator, and Point-of-Sale system.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

Campus Store

1. Purchases and merchandises supplies, soft goods and convenience items to serve the academic and social needs of the college community.
2. Collaborates with Marketing Department for appropriate logo design, sales and distribution of logo wear.
3. Researches and determines suitability of non-textbook merchandise.
4. Works closely with other departments, campus and college-wide, in purchasing program logo wear.
5. Maintains the campus store website and coordinates website inventory sales and shipment with campus store inventory.
6. Hires, trains, schedules, supervises, and directs campus store student personnel.
7. Assesses campus store needs and seeks out ways to increase campus store revenues.
8. Develops, encourages, and maintains positive relationships with faculty, staff, students, and suppliers.
9. Ensures service-oriented operations.
10. Manages inventory, budget, cash, and personnel and prepares quarterly inventory reports for campus budget manager.
11. Prepares daily sales reports and submits them to the campus budget manager and college business office.
12. Monitors and analyzes financial statements and sales trends.
13. Oversees procedures and recommends new policies; develops and institutes changes to improve efficiency and quality of operations and services.
14. Follows-up on financial transactions, shipments, faulty or defective merchandise.
15. Acts as liaison between campus store and college clubs, organizations, and events.
16. Performs other duties as assigned.

College-wide Learning Materials

17. Oversees the college wide learning materials program. This includes working toward continuous improvement of logistics and integrations, billing/reporting, and process and procedure documentation.
18. Serves as account representative and primary contact between the college and the learning materials program vendor.
19. Serves as the lead to the Learning Materials Program college wide taskforce and works with campus leads to oversee faculty adoption process, shipping, returns, and provide on-going training and support.
20. Manage and implement software implementation related to managing the textbooks and/or other auxiliary store services college-wide.

21. Lead the Learning Material Program (LMP) Taskforce.
22. Negotiate with the vendor(s) to find acceptable solutions.
23. Assist Account Managers with non-refundable charges.
24. Work with faculty to solve difficulties that may rise with digital materials.
25. Work in collaboration with LMP Taskforce determine common course adoptions.
26. Other duties as assigned.

Supervision Received

This position receives general supervision from a designated campus leader and Fiscal Affairs designated staff.

Supervisory Responsibility

This position serves as a lead to other team members and supervises part-time staff and work-study students.

Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This position will require regular evening hours, occasional weekend hours, and occasional travel.

Working Conditions

Varying work schedule will be required; evening and weekend hours will be necessary at times based on position responsibilities, scheduled event, and campus needs.

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

HR Reference Information

Position group and code 828020/75% 426000@25% w/ COL added 7/2023

BLS Code 41-2031

Position ID CCWLMC

Date of review 10.20.2023

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.