



## Bookstore Manager

Hours	5 hours per week (approx.)
Term	1-3 Years
Start Date	April 17, 2023
Supervisor	Karl Stutzman, kstutzman@ambs.edu
Compensation	\$12.50 per hour

Responsibilities include, but are not limited to:

- Processing and fulfilling online orders
- Maintaining inventory
  - Ensuring accurate inventory counts within Bookstore's system
  - Communicating with & ordering from vendors
- Communicating with customers, both online and in-store, regarding questions and problems with orders
- Manage cash drawer, maintaining accurate purchase and deposit records
- Assist with planning and coordinating bookstore marketing initiatives, including:
  - Social media presence
  - Sales & promotions
  - Book signings and other events
- Other duties as assigned

Schedule is approximately 1 hour per day (M-F), which can be flexible to accommodate the employee's needs.

Qualified applicants are all of the following:

- Skilled in customer service, including relating to people of diverse ethnic/cultural groups
- Reliable and available to work shifts needed
- Able to stoop, bend, reach, lift 25+ lbs.; possess visual acuity

Desirable qualifications include:

- Business communication, marketing, and/or inventory management experience
- Plans to continue for two or more years

Successful completion of bookstore training is a condition of ongoing employment.

International students, persons of color and members of other underrepresented groups are encouraged to apply. Non-students (including student spouses) may be considered if no qualified students are available.