



MESALANDS COMMUNITY COLLEGE

JOB ANNOUNCEMENT

POSITION:	Manager of College Stores
APPLICATION DEADLINE:	August 6, 2020
HIRING WAGE RANGE:	\$38,000 – \$42,000

The Manager of College Stores reports to the Vice President of Administrative Affairs and performs any combination of the following tasks in support of the College Bookstore, Food Services and/or Administrative Affairs:

Essential Functions. The employee is responsible for the following within College Stores and Food Services:

- Purchases all textbooks, supplies, food, and gift items for sale.
- Procures supplies required by college personnel at the best quality/prices for resale to college departments.
- Demonstrate ability to manage toward inventory turns and generating profit.
- Follows all regulations of the procurement code and College policies.
- Models and trains part time staff in excellent customer service.
- Conducts sales promotions and develops marketing strategies to increase sales.
- Designs and arranges product displays.
- Develops and maintains inventory and cash controls.
- Maintains inventory and sales records.
- Insures that web storefronts are fully populated and functioning.
- Manages convenience/food operations and maintains food handling credentials for staff working in those environments.
- Supervises and trains other personnel for College stores and food services.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Performs other duties as assigned.

Qualifications

Associate degree required; bachelor's degree preferred. Significant relevant experience may be considered in lieu of degree. Computer mastery required. Retail management experience preferred. Helpful if experience includes purchasing, marketing and sales. Travel is required. Work hours include evenings, weekends and certain holidays.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and comprehend complex instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information to individuals and groups.

Mathematical skills:

Ability to perform mathematical functions.

Reasoning ability:

Ability to solve practical problems and deal with a variety of situations where only limited standardization exists. Ability to organize and prioritize work and meet deadlines.

Technology skills:

Computer Mastery: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Excel, Windows, Microsoft Word, Microsoft Outlook, and WordPress or similar.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low. Job performed indoors. Travel is required. Work hours include evenings, weekends and certain holidays.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application (supplied to applicant upon request--also available online at www.mesalands.edu); unofficial copies of college transcripts; a list of three references, including name, address, and phone numbers; and a copy of your current driver's license. References and former employers will be contacted. Applications should be mailed or delivered to: Human Resources, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401, (575) 461-4413, ext. 213. **Application deadline is August 6, 2020.**