



Position Title: **BOOKSTORE & MAIL SERVICES COORDINATOR**

Department: Bookstore/Mailroom

Reports To: Vice President for Finance and Campus Operations

Classification/

FLSA Status: Level III (Part-time / Non-Exempt)

Primary Function: The bookstore and mail services coordinator is required to operate and manage the college bookstore, central supply services, and mailroom operations. This position oversees daily operations, inventory control, financial reporting, customer service, and supervision of staff and work-study students in support of the College mission.

Key Responsibilities:

1. Operate and manage the bookstore, mailroom, and central supply services efficiently and professionally.
2. Oversee shipping, receiving, sorting, and internal mail delivery, coordinate with USPS and commercial carriers.
3. Order, monitor, store, and distribute bookstore merchandise, textbooks, and central supply inventory.
4. Maintain adequate supplies for copiers and postage meters.

5. Prepare daily, monthly, and quarterly financial, inventory, sales, postage, and central supply reports.
6. Ensure proper processing and reconciliation of charge card transactions and cash deposits.
7. Prepare and submit required sales tax and postage utilization reports.
8. Coordinate bookstore website maintenance, promotions, and online merchandise presence.
9. Train, supervise, and evaluate staff and work-study students.
10. Ensure compliance with postal regulations, retail standards, and college policies.
11. Maintain clean, organized, and professional service areas.
12. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.
13. Participate in the annual Lyceum program.
14. Commitment to the mission of Sherman College.
15. Assume such other duties as assigned by the VP for Finance and Campus Operations.

Basic Knowledge and Skills:

1. Prior experience in retail/sales
2. High school diploma required
3. Ability to follow written and oral instructions
4. Excellent interpersonal and communication skills
5. The ability to organize and manage multiple priorities
6. General office equipment

7. Computer skills

Preferred Knowledge and Skills:

1. Associates degree or higher
2. Prior supervisory or management experience
3. Prior retail experience with knowledge of point-of-sale systems

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand; walk/ sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature

Date