AUBURN
Human Resources

Coord I, Course Materials

Job Description

JOB INFORMATION

Job Code	EF13A
Job Description Title	Coord I, Course Materials
Pay Grade	SL04
Range Minimum	$34,210
33rd %	$38,780
Range Midpoint	$41,060
67th %	$43,340
Range Maximum	$47,900
Exemption Status	Non-Exempt
Approved Date:	7/28/2021 10:49:31 AM
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JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

JOB SUMMARY

Participates in the development of policy and strategy of the textbook department within the Auburn University Bookstore. Consults with faculty on new and emerging content options and distribution options for course materials. Evaluates and implements programs related to student needs as relates to course materials.

RESPONSIBILITIES

- Researches and analyzes all aspects of purchasing, retaining and returning course materials.
- Generates and approves all textbook purchase orders to publishers insuring all textbooks are delivered, priced, received, and available.
- Coordinates sales floor activities to include sales, service and monthly layout of shelving units and placement of individual course materials on floor.
- Supervises and trains staff, to include students and temporary employees, on textbook operations in the Bookstore.
- Coordinates and manages the textbook special order and web order fulfillment for students.
- Acts as liaison to the students, faculty, parents, student organizations and the Bookstore, as relates to the course material process.
- Analyzes the financial impact of owning or returning unsold course materials each semester. Making fiscally responsible decisions based on findings.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience in retail sales operations, purchasing, and/or customer service	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.