AUBURN
Human Resources

Visual Merchandiser-Bookstore

Job Description

JOB INFORMATION

Job Code	EF18
Job Description Title	Visual Merchandiser-Bookstore
Pay Grade	SL06
Range Minimum	$39,740
33rd %	$46,370
Range Midpoint	$49,680
67th %	$52,990
Range Maximum	$59,610
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	112 AVP, Budgets & Business Operations
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JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

JOB SUMMARY

The Visual Merchandiser-Bookstore is responsible for developing, executing, and maintaining a retail floor layout and planogram that maximizes selling space for product display, guest experience, store navigation, and product sell-through. This role involves creating visually interesting and effective merchandise displays in accordance with the Auburn University Bookstore's general merchandise plan, providing exemplary customer service, maintaining stockroom cleanliness, analyzing merchandise buying plans, and partnering with general merchandise and marketing teams to ensure consistent in-store presentation and messaging.

RESPONSIBILITIES

- Designs, implements, and maintains strategic retail floor layouts and planograms to optimize product visibility and customer flow.
- Develops compelling and effective merchandise displays that enhance the customer shopping experience and drive sales.
- Delivers exceptional customer service by engaging with guests, addressing inquiries, and ensuring a welcoming store environment.
- Oversees stockroom operations, ensuring cleanliness, organization, and efficient inventory management.
- Evaluates merchandise buying plans to inform inventory decisions and optimize sales strategies, while partnering with the Retail Sales Manager to ensure timely stock availability aligned with Visual Merchandiser display setups.
- Partners with general merchandise and marketing teams to align visual merchandising with brand standards and promotional campaigns, while coordinating buying decisions with the Merchandise Buyers to enable cohesive storytelling across product categories.
- Supervises and mentors a team of student general merchandise associates, fostering a positive and productive work environment.
- Performs additional duties as assigned to support store operations and team success.

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	
Associate's Degree	No specific discipline required. Marketing, Business Administration, Fashion Merchandising, or Related Field desired.	and	4 years of	Retail sales operations, visual merchandising, and/or customer service.	Or
Bachelor's Degree	No specific discipline required. Marketing, Business Administration, Fashion Merchandising, or Related Field desired.	and	2 years of	Retail sales operations, visual merchandising, and/or customer service.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of retail floor layout and planogram development.	
Strong analytical skills for merchandise buying plans.	
Strong team leadership and management skills.	
Skills in creating visually appealing merchandise displays.	
Organizational skills for maintaining stockroom cleanliness.	
Ability to provide excellent customer service.	

MINIMUM LICENSES & CERTIFICATIONS

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

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			< 20 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.