



**JOB INFORMATION**

Job Code	EF13A
Job Description Title	Coord I, Course Materials
Pay Grade	SL04
Range Minimum	\$33,050
33rd %	\$37,460
Range Midpoint	\$39,660
67th %	\$41,860
Range Maximum	\$46,270
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.

**SUPERVISORY RESPONSIBILITIES**

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

## 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			
Noise			X		
Hazards		X			

## WORKING ENVIRONMENT

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

**Vision Requirements:**  
Ability to see information in print and/or electronically.