



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: Textbook Manager

EEO No. BO 26-14

Responsibilities:

The Textbook Manager plays an important role in the success of the University Bookstore and its mission to enhance the educational mission of the University community with services, books, and supplies. The candidate for this position is primarily accountable for the day to day operations of the textbook department and is accountable for assisting the Assistant Director in the preparation and planning of the entire textbook life cycle. Responsibilities generally associated with the position include the procurement of all textbooks, managing book buyback, maintaining a good communication with faculty members on book procurements and maintaining an efficient management of textbook inventory in excess of one million dollars. The everyday jobs included in this position are, but are not limited to, obtaining course materials, reference books and general reading materials for courses and for purchase by the general public. He/she will be responsible for working with faculty to determine the desired materials and the quantities of each textbook to be ordered; establish communication with publishers, sales representatives and wholesalers and seek the most cost effective ordering methods to both the Bookstore and the students they Service. Coordinate with faculty, academic departments and Printing Services for the sale of course packs for classes and authorize fund transfers for course pack materials. The candidate will aid in development and processing of textbooks by using a point of sale software specific to college bookstores for 2,500 plus titles and maintain knowledge of all publishers' ordering and returns policies, seeking the most cost-effective method of ordering and returning merchandise. The Textbook Manager will resolve textbook issues involving availability, copyright, new editions, packaging and adoption deadlines to maximize sales and minimize costs. He/she will oversee the procurement of credits for all returned merchandise and effective and timely use of those credits, oversee the arrival of textbooks and organization of textbooks on the sales floor and determine pricing policies for all books to obtain optimum profit margin and customer satisfaction. The Textbook Manager will also coordinate with used book companies to assist in conducting three book buybacks each year and procure as many used books as possible, work with the Assistant Director to determine choice of buyback wholesaler and schedule buyback dates. He/she will supervise which books are bought and processed out on the sales floor and prepare and maintain accurate reports tracking new and used textbook inventory and sales. The candidate will reconcile daily buyback reports with books bought and money spent, complete necessary paperwork with wholesaler to complete buyback and regularly evaluate performance of each buyback team and wholesaler for future buyback opportunities. He/she will help to maintain the textbook list on the website by deciding when to post the list and what to post for purchase. Additionally, the Textbook Manager will participate in management team-leader meetings in order to establish objectives, policies and procedures as guidelines to provide the maximum degree of service to the campus constituency. He/She will participate in the supervision of staff including some hiring, training and evaluation. The Textbook Manager should work well under pressure to accomplish a goal with the ability to integrate emerging technologies where they can be utilized to gain better efficiency and improve the bookstore economy.

Managing change is a key skill of the Textbook Manager. The candidate should be willing to cope with unexpected calls on their time which might upset earlier schedules, as well as the harried and

unpredictable nature of the job. He/she should be positive, dedicated and understand how to inspire dedication, have a high level of maturity and time management skills and keep goals in sight in the midst of pressure. He/she must possess an ability to exercise independent judgment, be articulate when delegating tasks and have good multi-tasking and leadership skills, and effective communication skills. He/She will consistently monitor the performance of each employee within their realm and establish an action plan to achieve each goal or objective as related to the department(s) he/she manages. The candidate should work well under pressure to accomplish a goal with the ability to integrate emerging technologies where they can be utilized to gain better efficiency and improve the bookstore economy. He/she will know, adhere to and enforce all policies of the textbook office. The Textbook Manager will also perform other activities as requested by the director and will assume other appropriate operational responsibilities as necessary.

Qualifications:

The ideal candidate will possess:

- Bachelor's degree preferred.
- 3 years business administrative experience preferred
- Excellent communication and interpersonal skills
- Strong knowledge of Windows XP and Windows 7, with proficiency in Microsoft Office Software
- The willingness and ability to learn new software
- Demonstrated ability to interact positively with both internal and external constituencies
- Possess an excellent record of attendance, reliability, initiative and personal appearance in previous positions

Salary:

Salary is competitive and commensurate with qualifications, experience and proven ability. The holder of this position is an employee of the State of Louisiana and as such enjoys a generous benefits package.

Starting Date: ASAP

Applications:

For initial consideration, applicants should include: a) a letter that demonstrates the candidate's understanding of the position and how his/her background meets the position criteria; b) a comprehensive resume, c) three to five references.

Applications should be mailed to:

Tim McFarland, University Bookstore Director
P.O. Box 41209
Lafayette, LA 70504.

Questions may be directed to Tim McFarland via email: bookstore@louisiana.edu