

California State University, Fresno Association, Inc.

COURSE MATERIALS COORDINATOR – KENNEL BOOKSTORE

JOB ANNOUNCEMENT #20-107

POSITION SUMMARY:	<p>Part-time, non-benefited employment for the Kennel Bookstore through the California State University, Fresno Association, Inc. The Course Materials Coordinator is responsible for assisting the Course Materials Manager in all areas of the Course Materials Department, including product for Fresno State courses and materials for online sales nationwide. This includes but is not limited to the following areas: distributing, collecting and inputting course materials adoption data, the acquisition of course materials required for classes, acquisition of Immediate Access / digital product to be delivered, coordinating the ordering of product in the appropriate quantities, whether new, used, rental, or digital books, and maintenance of the inventory database. The Course Materials Coordinator will oversee daily activities in the department in the event of the Manager’s absence. Candidate must be able available Monday through Friday from 8am to 2pm. Typical schedule may be 8am to 12pm or 10am to 2pm.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Course Materials Manager, this position is responsible for the following:</p> <ul style="list-style-type: none"> • Distribution and collection of textbook and digital requisitions from faculty and departmental support staff • Verifies accuracy and inputs textbook adoption data into the computer system • Provides strong and effective communication skills working with coworkers, staff, faculty, publishers and campus support • Daily correspondence via email, phone, in person and video conferencing • Proficiency in navigating multiple software and database systems simultaneously • Coordinates with receiving team on troubleshooting and resolving shipping and receiving issues in a timely manner • Estimates appropriate quantities of books to have on-hand for sale to students for the current and upcoming term • Evaluates previous sales and current inventory to estimate buyback quantities • Places fulfillment orders and resolves problems with both publishers and used book wholesaler vendors • Oversees adequate levels of inventory throughout the semester • Ensures unsold books are returned to vendors according to respective policy for each vendor • Provides support of online business ensuring the handling is complete, accurate and timely • Executes inter-store transfers, inventory adjustments, and publisher returns into the computer system, maintaining various Excel spreadsheets • Coordinates workflow for the department including maintenance of the alpha numerical filing system • Facilitates teamwork and team spirit among the staff • Provides customer service as needed • Assists students with digital course materials including but not limited to: basic hardware, software, and campus LMS navigation • Assists with buyback procedures • Assists with customer returns of textbooks • Accepts special assignments, job rotation, and reassignment within the bookstore • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Required:</p> <ul style="list-style-type: none"> • High school diploma or equivalent required • Six (6) months related experience and/or training

	<ul style="list-style-type: none"> • Ability to make buying decisions based on strong use of analytics and reasoning • Ability to work independently to accomplish assigned tasks in a manner to meet established deadlines • Proficiency with PC's and MS Office software • Strong organizational skills
COMPENSATION:	\$13.50 - \$14.50 per hour, DOE. Salary will be commensurate and competitive with experience and qualifications.
FILING DEADLINE:	Application review begins June 16, 2020; Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page on our website at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.*

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