

POSITION DESCRIPTION

JOB TITLE: TEXTBOOK COORDINATOR

DEPARTMENT: BOOKSTORE

SALARY RANGE: \$15.08

FLSA: NON EXEMPT

IMMEDIATE SUPERVISOR: COLLEEN HOLLAND

SCHEDULE DETAILS: MONDAY – FRIDAY

DATE OF LATEST REVIEW/REVISIONS: 3/25/2024

What we are looking for:

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. Our core values of excellence, integrity, inclusiveness, and community guide everything we do. As we continue to expand our reach and impact, we are seeking passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven by the desire to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

The Textbook Coordinator is responsible for ordering, purchasing, and distributing textbooks, software and materials to all Crowder College locations and instructors. This role also should be aware of the trends and make alternate or new book recommendations to faculty when beneficial. Will be responsible for book adoptions, buyback plans, and book stock at all college locations; and must ensure the highest level of customer service to faculty, students, vendors, and visitors.

Essential Job Duties

Some of the duties listed below would be day to day management of the Textbook Coordinator and will vary depending on the need(s) of the college. Priorities Include:

- Enter all faculty adoptions into our Bookstore system
- Confirm book editions, pricing and availability on all adoptions and interact with faculty as necessary
- Print shelf tags for all locations
- Ensure adoptions are complete and post to the Crowder College Bookstore website
- Provide instructors both High School and Dual Credit with faculty materials for adoptions
- Work with publishers to negotiate pricing, create custom packages when needed and obtain needed faculty materials
- Create requisitions and obtain board approval as needed for ordering
- Order and receive all books needed for each semester and reconcile to our purchase orders
- Create returns for unused books
- Create a buyback each semester and distribute to all locations
- Send books and materials as needed to all off site campus locations each semester
- Update book pricing as needed in our system
- Maintain inventory levels at off site locations performing inventory on site as needed
- Create any forms necessary for department specialty book orders coordinating with each department
- Create and track rental inventory for stores and dual credit and watch sales trends and track sales activity as needed
- Submit invoices for purchases and track as required
- Operate the Point of sale system for billing and back up as needed both on and off campus
- Confirm publisher pricing and create pricing spreadsheets for textbook service fees

- Complete monthly rental billing records with vendors and on campus departments

Knowledge, Skills & Abilities

- Ability to establish and maintain positive working relationships with employees, students, vendors and the local community
- Math skills for figuring costs and discounts and markups
- Information Technology abilities required:
 - Ability to operate a computer using a Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize all relevant computer programs and systems including our Point of Sale system
 - Ability to utilize email.
 - Ability to utilize basic Microsoft Office with a strong emphasis on Word and Excel and MS Forms
 - Use phone, fax, credit card machines, copiers, scanners, calculator and other office equipment
- Creative and analytical skills:
 - Ability to define problems, collect data, establish facts, and draw valid conclusions.
 - Ability to create processes and/or forms when necessary.
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- Language/Communication Skills:
 - Ability to communicate effectively with a variety of people, including staff, students, other professionals, and the general public, in both written and oral mediums.
 - Ability to interact with a broad range of people both on and off campus in a positive manner.

Education and Experience

- High School Diploma or equivalent
- Customer service experience
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Positions Supervised

- Work study or student help as needed

Working Environment

- Generally, works indoors in a standard office environment.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- Travel to other instructional sites occasionally required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Will involve mobility to bend, lift, turn, climb and organize books each semester
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision with lots of computer screen time.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.