



Bookstore Manager

Department: Library

Supervisor: Karl Stutzman

FTE: or Hours: 2-5 hours per week

Pay: \$11.55 per hour

Anticipated start date: 5/1/2021

Application review begins immediately and will continue until the position is filled.

Summary: The Bookstore Manager is responsible for all aspects of managing the campus bookstore, including inventory management, vendor relationships, marketing and promotions. The Bookstore Manager is scheduled according to his/her availability, though the successful candidate will need to make time to check in on received orders at least once per day (M-F).

Responsibilities and duties:

- Process and fulfill online orders received via Populi, Amazon, and email.
- Maintain bookstore inventory, including restocking as needed and communicating with vendors about orders.
- Communicate with customers, both online and in-store, regarding products and orders.
- Promote bookstore's products by maintaining social media presence, communicating with the seminary community regarding new/interesting products, and coordinating promotional events to increase awareness of the bookstore and its products.
- Manage bookstore security systems
- Attend committee meetings and campus functions as necessary
- Other tasks may be assigned as necessary, including occasional assistance with library services/functions

Qualifications and skills:

- Ability to appropriately navigate cultural differences and other diversity
- Commitment to undoing racism and/or similar initiatives required
- Proficient in written and spoken English
- Skilled in customer service—in person, on the phone, and over email
- Reliable and punctual, available to work shifts as needed



Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.