

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT MANAGER, UNIVERSITY STORE

Reports To: Designated Supervisor

UW Job Code: 3823

UW Job Family: 33 - Management Support

SOC Code: 41-1011

FLSA: Exempt

Pay Grade: 23

Date: 4-1-95 (revised 5-1-02; 7-1-02; 12-16-02; 7-1-04; 7-1-08)

JOB PURPOSE:

Assist in managing the operational, financial, personnel and merchandising functions of the University Store.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with planning, directing and coordinating sales, service and operational functions as directed.
- Resolve clientele problems concerning textbooks, supplies, services, and billing as assigned.
- Make budget recommendations.
- Confer with Manager in formulating and implementing policies and procedures and evaluating existing policies.

SUPPLEMENTAL FUNCTIONS:

- Attend and represent the University Store at regional and national meetings.
- May act as Manager, University Store in their absence.

COMPETENCIES:

- Strategic Planning
- Consistency
- Service Orientation
- Conflict Management
- Collaboration
- Independence

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business Administration, Retailing, or a related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Routine and advanced mathematical principles and procedures.
- University, state, and federal revenue policies, laws, and regulations.
- Routine and advanced computer applications and software in use in designated areas.
- Routine and advanced records maintenance.
- Retail sales and purchasing practices.
- University accounting system.
- Inventory techniques and methods.
- Ordering, returning, and receiving procedures.
- Policy formulation and implementation.
- Budget development and implementation.
- Routine and advanced customer service standards and procedures.
- Procurement rules and regulations.

Skills and Abilities to:

- Communicate effectively, both orally and in writing.
- Maintain accurate and detailed financial records.
- Supervise and manage staff.
- Apply time management skills.
- Evaluate situations and make decisions.
- Establish and maintain an effective working relationship with students, faculty, staff and other public entities.
- Compile and interpret complex reports.
- Effectively merchandise a variety of retail products.
- Prepare purchase orders or requisitions.
- Coordinate sales promotion activities.
- Control inventory.
- Resolve customer complaints and concerns.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; may be required to work some evening and weekend hours.

DISTINGUISHING FEATURES:

Assistant Manager, Financial Operations, University Store: Assists the Manager, University Store with financial and personnel functions of the University Store. Manages the University Store's accounting office. Administers computerized cash register and inventory systems. Supervision is limited to support areas and does not include functional areas within the University Store. May act on behalf of Manager in their absence.

Assistant Manager, University Store: Assists the Manager, University Store with the operational, financial, personnel and merchandising functions of the University Store. Manages designated retail areas, including supervision of staff in each area. Assist Manager in evaluating, formulating and implementing policies and procedures. May act on behalf of Manager in their absence.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.