



Northern Marianas College
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VACANCY ANNOUNCEMENT ONLY
Announcement No. 17-013

Northern Marianas College is accredited by the Western Association of Schools and Colleges. With students who come from Micronesia, Asia, North America, Europe, and other parts of the world, the Northern Marianas College is a microcosm of the globe. In addition to its multicultural environment, the Northern Marianas College also boasts a diversity of students: in addition to recent high school graduates, many students are also currently work part time or full time and have their own family obligations. Classes are offered during the day, evening, and weekends to accommodate work schedules.

Northern Marianas College is located on the beautiful tropical island of Saipan within the Commonwealth of the Northern Mariana Islands. The island offers a broad range of outdoor sports, leisure and aquatics activities; and our tropical climate means that outdoor activities are available year round. The Commonwealth of the Northern Mariana Islands affords a low income tax rate through a generous rebate system. This means that your salary results in greater take-home pay than in many other jurisdictions.

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation, family relationship, or genetic information (GINA). The college reserves the right to waive or implement other qualifications to meet its needs and the right to reject all applicants or withdraw the vacancy should NMC determine such a position is no longer needed or able to be filled. The College is an Equal Opportunity Employer.

POSITION TITLE:	Bookstore Manager
Department:	NMC Bookstore
Pay Level & Step:	30/01 – 30/02
Annual Salary:	\$39,256.46 - \$40,360.43
Location:	As Terlaje Campus, Saipan
Opening Date: 2/22/2017	Closing Date: 3/4/2017 or Until Filled

Subject to availability of funds

Applications must be submitted by 4:30pm on the closing date. If there are no qualified applicants or the set of qualified applicants is deemed an insufficient pool, the closing date will be extended for two-week periods for further submission and review of applications until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

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Northern Marianas College is accredited by the WASC Senior College and University Commission (WSCUC).

Nature of the Position:

The Bookstore Manager will manage and support the College's Bookstore in order to improve the institution's delivery of services. The successful candidate will work in a diverse multicultural environment under the direction of the Dean of Administration and Resource Development's Auxiliary services.

Duties and Responsibilities:

- Participates in Program Review and Outcomes Assessment (PROA) activities.
- Provides leadership for excellent customer service.
- Directs and coordinates books, materials and supply orders.
- Trains, leads guides and evaluates staff, work-studies, and vendors, prepares work schedules and assigns specific duties.
- Establishes and implements departmental policies, goals, objectives, and procedures, conferring with the Dean of ARD and appropriate college officials and staff members as necessary.
- Operates the Bookstore as an entrepreneurial business and cost center.
- Guarantees store added revenue goals are established and met through financial cost management and sales administration.
- Monitors daily operation of the business to ensure efficiency and effectively provide needed services while staying within budgetary limits.
- Plans and manages the maintenance of bookstore accounting records and processes, including disbursement of money between stores balancing cash drawers to registers, and preparation of daily statements reflecting balanced receipts.
- Oversee activities directly related to marketing (publicity and advertising) of products and services as well as establishing marketing relationships with vendors external to NMC for product placement and opportunities in order to maximize NMC representation.
- Determines goods and services to be sold, and set prices and credit terms, based on forecasts and history of customer demand.
- Manages and motivates sales team to increase sales and ensure efficiency.
- Manages stock and inventory controls and levels.
- Deals with staffing issues: interviews potential staff; conducts appraisals and performance reviews; and provides or organizes training and development.
- Responds to customer complaints and comments.
- Organizes special promotions, displays and events.
- Updates colleagues on business performance, new initiatives and other pertinent issues.
- Initiates changes to improve the business, e.g. revising opening and closing hours to ensure the Bookstore customers' needs are met, maintaining cost effective products and services.
- Creates and maintains appropriate bookstore image.
- Prepares a variety of reports and correspondence appropriate to assignments; uses sophisticated computerized purchasing and inventory control, point of sale and e-commerce software.
- Strives to maintain CAS standards for Auxiliary Services Functional Areas.
- Demonstrate and provide effective phone etiquette and customer service skills.
- Performs other related duties.

Minimum Qualifications:

- Bachelor's degree from a U.S. Department of Education recognized accredited institution field plus four (4) years of supervisory experience.

Preferred Qualifications:

- A Master's degree from a U.S. Department of Education recognized accredited institution.
- Considerable experience in business management, business operations, and the purchase and sales of books, supplies and/or equipment.

Knowledge, Skills, and Abilities

- Demonstrate and provide effective phone etiquette and customer service skills.
- Knowledge of general principles and practices of business administration, including effective merchandising techniques; books, supplies, and sundries associated with a college bookstore
- Knowledge of record keeping and inventory methods and procedures
- Must have strong computer background including, but not limited to, word processing, spreadsheets, and database, preferably Quick-books, Word, Excel, PowerPoint, and Access software applications.
- Able to communicate effectively with students, staff, faculties, and other college stakeholders.
- Demonstrate strong organizational skills and a high attention to detail.
- Capable of handling multiple tasks while maintaining composure under stressful conditions.
- Completes and prioritize tasks accurately and in a timely manner.
- Takes initiative and works both independently and cooperatively in a team environment.
- Must be able to present information in clear and professional manner.
- Contributes and promotes a positive and professional working environment and relationship with the college community and promotes a positive representation of the Northern Marianas College Bookstore, Administration and Resource Unit, and the College.

How to Apply:

Employment application forms are available at the Human Resources Office of the College and a pdf. file can be downloaded from our website: <http://www.marianas.edu> using Adobe Acrobat. Please submit the following documents to the HR Office: Complete Employment Application Form, Detailed Resume, Authorization for Release of Prior Employment Information/Consent to Background Check, Copies of all required/preferred degree/diplomas, and Copies of transcripts of all required/preferred degrees/diplomas (except high school). Optional: Cover Letter.

All post-secondary education degrees must be from a U.S. Department of Education recognized and accredited institution. It is our requirement that degrees be from a U.S.-accredited college or university. Foreign degrees may be accepted when accompanied with a credential evaluation report. A listing of authorized evaluation reports can be obtained at the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification (I-9) document form upon hire. Police/court clearance will be required upon job offer.

NOTICE:

NMC perpetually solicits applications for **full-time faculty or part-time (adjunct faculty)** in all teaching disciplines. Qualified individuals interested in teaching (online or on-site) are encouraged to apply. All applicants must include transcripts from all post-secondary educational institutions attended, together with a resume and a completed and signed application for consideration.