BOOKSTORE/MUSEUM GIFT SHOP ASSISTANT MANAGER

I. DEFINITION

BOOKSTORE/MUSEUM GIFT SHOP ASSISTANT MANAGER

This is professional work related to the management of a bookstore or museum gift shop.

Large bookstores: Positions allocated to this title definition assist the manager of the bookstore or museum gift shop and perform any combination of the following duties: merchandise and purchase general reading materials, gift items, notions, and supplies; develop the correct product mix; monitor budgets and inventories; and procure new and used course books. Positions may direct the work of students or other limited-term employees, and/or volunteers. Work is performed under general supervision.

Small bookstores: Positions allocated to this title definition manage smaller bookstores located on UW Colleges campuses statewide. Positions manage a UW College bookstore and perform any combination of the following duties: merchandise and purchase general reading materials, gift items, notions, and supplies; develop the correct product mix; monitor budgets and inventories; and procure new and used course books. Positions may direct the work of students or other limited-term employees, and/or volunteers. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Bookstore/Museum Gift Shop Manager