



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Bookstore Manager

Job Code: 61828

Campus Location: Augusta Campus

Salary: \$33,270.88 - \$46,286.76; Commensurate with education and work experience.

JOB SUMMARY

The **Bookstore Manager** will oversee the daily operations of the campus bookstore, ensuring the timely procurement and availability of textbooks, supplies, and merchandise. This role will supervise staff, manage inventory and sales processes, and coordinate with college departments to support student success and campus engagement. The Manager will also implement merchandising strategies and monitor financial performance to maintain efficient, customer-focused operations.

MINIMUM QUALIFICATIONS

An associate's degree in accounting, computer information systems, marketing, or a closely related field is required.

With at least one (1) year of experience in a retail setting, which included one or more of the following duties:

- Inventory
- Ordering and receiving
- Stocking and/or corresponding with vendors

COMPETENCIES

- Demonstrated leadership in supervising others and coordinating tasks
- Proficiency in the use of computerized point-of-sale (POS) systems and cash registers
- Strong interpersonal skills and a customer service mindset
- Clear and professional oral and written communication
- Ability to monitor and interpret inventory trends, including buying patterns and shrinkage
- Ability to manage multiple priorities, follow detailed procedures, and meet strict deadlines
- Strong organizational skills with attention to visual merchandising and product display
- Knowledge of college and State of Georgia procurement procedures.

MAJOR DUTIES

- Manage the day-to-day functions of the college bookstore, ensuring smooth and efficient operations that align with student needs.
- Coordinates with appropriate personnel to obtain textbook changes to ensure receipt prior to start of semester
- Supervises the daily collection and balancing of point-of-sale receipts from all bookstore sales
- Order textbooks, office supplies, branded merchandise, and other retail items using the college and State of Georgia procurement systems.
- Follow all purchasing protocols and maintain accurate records of transactions.
- Provide updates on bookstore performance, inventory trends, customer feedback, and special projects.
- Checks shipping invoices and merchandise received to verify correct quantity, description and/or price
- Create and manage staff schedules to ensure adequate coverage, particularly during peak times such as the beginning of the semester.
- Provide leadership, training, and daily supervision to part-time and full-time staff.
- Suggests and coordinates the implementation of sales and other promotional activities to increase daily sales and community awareness
- Monitor sales patterns and inventory levels to detect and address shrinkage. Implement preventative measures to reduce theft or loss and train staff on best practices.
- Coordinate and promote textbook buyback events. Establish fair pricing, distribute information to students and faculty, and ensure a smooth and efficient process.
- Maintains knowledge of assigned program area and gives updates to management on services, operations and projects.
- Maintain regular communication with leadership, faculty, and vendors.
- Support college-wide initiatives, assist with campus events when needed.
- Other duties as assigned

APPLICATION DEADLINE: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each**

applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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