



**FOOTHILL-DE ANZA  
Community College District**

## Office of Human Resources and Equal Opportunity ACE Job Classification

### BOOKSTORE COURSEWARE COORDINATOR

**SALARY GRADE:** [C1-39](#)

#### **DEFINITION:**

Under the direction of an assigned supervisor, coordinate the ordering of textbooks for the College to assure students and instructors have the necessary textbooks and materials for classes; train and provide work direction to assigned staff.

#### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Coordinate the ordering of textbooks for the College to assure students and instructors have the necessary textbooks and materials for classes.
2. Communicate with instructors to determine quantity of textbooks and materials to be purchased; enter information into a computerized database; evaluate inventory of current textbooks and estimate student buy back amounts.
3. Order textbook and materials from publishers by fax, telephone or computer; determine quantity to be ordered; communicate with instructors and publishers regarding new additions.
4. Train student and temporary employees on cash register procedures as they relate to textbook operations.
5. Coordinate and maintain the textbook sales floor; pull and return textbook as appropriate; monitor shelf tags to assure current prices or instructor changes and to assure accurate information to students.
6. Audit publisher invoices according to established procedures.
7. Operate a computer and other assigned equipment.
8. Prepare and maintain a variety of records and reports; prepare purchase orders and requisitions.
9. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Procedures and sources for ordering and buying textbooks.
2. Publisher policies and procedures related to returning books.
3. Record-keeping techniques.
4. Operation of a computer and assigned software.
5. Oral and written communication skills.
6. Inventory methods and practices.
7. Principles of training and providing work direction.
8. Interpersonal skills using tact, patience and courtesy.

##### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Coordinate the ordering of textbooks for the College to assure students and instructors have the necessary textbooks and materials for classes.
3. Train and provide work direction to assigned staff.
4. Communicate effectively both orally and in writing.
5. Maintain records and prepare reports.
6. Meet schedules and time lines.
7. Operate a computer and other assigned office equipment.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Plan and organize work.
11. Make arithmetic computations with speed and accuracy.

**Education and Experience**

Any combination equivalent to:

1. Associate's degree in merchandising or related field.
2. Experience in retail sales or buying preferably in a college bookstore setting/environment.

**WORKING CONDITIONS:**

**Environment:**

1. Bookstore environment.
2. Constant interruptions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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