

## **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:** BUYER ASSISTANT, UNIVERSITY STORE

**Reports To:** Designated Supervisor

**UW Job Code:** 4204

**UW Job Family:** 41 - Secretarial/Clerical Support

**SOC Code:** 43-3061

**FLSA:** Non-exempt

**Pay Grade:** 17

**Date:** 4-1-95 (revised 11-30-00; 1-25-01; 5-1-02; 7-1-02; 2-10-03; 7-1-04; 8-18-04)

### **JOB PURPOSE:**

Assist with the administration of the University Store's book or merchandise departments; serve as the University Store's liaison with faculty, staff, public, and vendors as directed; and maintain an inventory.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Type and file forms and correspondence; contact publishers and/or vendors via phone and mail to place orders, resolve problems with shipments and merchandise availability/status, and process invoices and returns.
- Process invoices, credits, and incoming mail; receive, record and tabulate all necessary financial and inventory control information.
- Provide customer service for designated areas, research special order requests, and resolve problems.
- Some positions may advise and assist faculty and staff on procedures/policies relative to new and used textbook procurement.
- Some positions may monitor book shipments and resolve problems concerning textbook editions, out-of-stock notices, publication complications, and the like.
- Assist with planning and assigning the work of support staff, train employees in-store/department procedures and policies.
- Assist in planning area layout and stock locations as required.
- Receive and unpack merchandise, box and ship returns and off-campus orders.
- Participate in University Store inventories, as directed.
- Some positions may develop, coordinate, and market book signings.
- Some positions may process web and mail order requests.

## **SUPPLEMENTAL FUNCTIONS:**

- May participate in buying trips to suppliers.
- Merchandise stock through advertisements and displays.
- Purchase books/merchandise at trade conventions and on buying trips from wholesalers, as directed.

## **COMPETENCIES:**

- Attention to Detail
- Delegating Responsibility
- Work Prioritization & Management
- Strategic Planning
- Independence
- Analysis/Problem Identification

## **MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

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

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

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- University Store policies and procedures.
- Copyright laws.
- Invoice and credit processing and book returns.
- Customer service practices and techniques.
- Financial and inventory control practices and procedures.
- Policies and procedures relative to new/used textbooks and merchandise procurement.
- Shipping and receiving policies, procedures, and techniques.
- Book signing event planning and coordination or seasonal and special promotions of merchandise.
- New and current trends in area of specialty.
- Research methods and problem resolution.
- Staff/student training techniques.
- Effective advertising and display techniques.
- Relevant University, state and federal regulations, laws, and policies.
- Purchasing techniques, processes, procedures, and regulations.
- Record keeping methods.

Skills and Abilities to:

- Provide excellent customer service.

- Work effectively with diverse populations.
- Analyze purchasing requests/orders for compliance with institutional procedures.
- Complete routine administrative paperwork.
- Maintain records.
- Resolve customer complaints and concerns.
- Foster a cooperative work environment.
- Supervise and train students and staff, including organizing, prioritizing, and scheduling work assignments.
- Understand and implement relevant policies and procedures.
- Review and follow budget and financial guidelines.
- Research questions and make suggestions.

### **WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

### **DISTINGUISHING FEATURES:**

**Buyer Assistant, University Store:** Performs a variety of tasks, duties, and responsibilities supporting the Buying functions for the University Store. Does not make independent judgments that may commit significant University resources. Provides assistive support to the Buyer, University Store or the Buyer, Textbooks. Provides customer service for a designated area of the University Store.

**Buyer, University Store:** Performs the limited purchasing function for a major area of the store (Office Supplies, and General Merchandise), makes independent judgments, which commit a significant amount of University resources. Performs product research.

**Buyer, Textbooks:** Performs the limited purchasing function for all new and used textbooks, makes independent judgments, which commit a significant amount of University resources. Performs research for faculty and staff.

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.