



NOTICE OF VACANCY

Bookstore Manager

REPORTS TO: Vice President of Business Services

DESCRIPTION OF POSITION

At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Bookstore Manager will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Bookstore Manager is responsible for performing any needed duty to maintain and improve the services of the MDCC Bookstore.

More specifically, the Bookstore Manager is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Coordinate inventory control procedures and supervise the taking of physical inventories.
- Coordinate receiving of all merchandise shipments and ensuring that orders and invoices are correct.
- Perform any other duty as directed by the Vice President of Business Services.
- Purchase all books, supplies, clothing and other sundry items for resale.
- Supervise Bookstore employees.
- Supervise the overall daily operations of the Bookstore.
- Perform any other duty as assigned.

MANDATORY QUALIFICATIONS

- An Associate's Degree in in Business, Marketing, or a related field.
- Minimum of four years' work experience in retail sales and a good working knowledge of personal computers.

DESIRABLE QUALIFICATIONS

- Four-year degree in Business, Marketing, or a related field preferred.
- The ability to interact positively with people of all socioeconomic backgrounds.
- The ability to recognize the need for an item or improvement to sales/customer service and implement that improvement.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.

KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Dedicated to and appreciate the concept of the community college.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Strong interpersonal, writing, and verbal communication skills

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-Time, 12-Month, Non-Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

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DEADLINE TO APPLY

Internal/External – June 24, 2026 at 5:00 P.M.