



University of Puget Sound seeks a strategic and innovative
Campus Store Director.

About Puget Sound

Established in 1888, the University of Puget Sound is a nationally ranked residential liberal arts college. The university draws 2,600 students from 46 states and 8 countries. Puget Sound has been designated as one of only 40 *Colleges that Change Lives*.

The university sits on 97 acres in Tacoma's North End neighborhood and is within minutes of Tacoma's urban center and Commencement Bay. With just over 200,000 residents, Tacoma is the third largest city in the state and is positioned 32 miles south of Seattle and 31 miles north of Olympia, the state capital. The Cascade Mountain Range is to the east and the Olympic Mountains to the west. Tacoma and the surrounding region offer a rich variety of art and cultural offerings and outdoor activities.

Position Overview

The Campus Store Director provides strategic and innovative leadership for the Campus Store and is responsible for overall store management; planning and managing day-to-day operations; developing annual budgets and managing revenue and expenses; hiring, training and supervising store staff; providing exceptional service that is responsive to the needs of students and supports their success; and collaborating and maintaining excellent relationships with all university constituents.

Qualifications

- Bachelor's degree from an accredited institution and four years of college store management experience, or comparable combination of relevant education and experience.
- Significant experience using a point-of-sale system and bookstore software, as well as general computer skills.
- Solid knowledge of accepted business and retailing practices. Must have strong analytical skills and financial acumen with keen understanding of retail management principles, budgeting, gross margin analysis, college course material trends, retail inventory management and pricing strategies.
- Familiar with purchasing practices, procedures, and terminology.
- Knowledgeable about course material options, general merchandise, computer supplies, and consumer electronics.
- Excellent interpersonal skills and strong customer service commitment with proven ability to collaborate with individuals and departments.

- Strong organizational and problem-solving skills, with ability to work independently.
- Strong oral and written communication skills.
- Experience with principles and practices of administration, supervision, training, and staff evaluation.
- Ability to lift up to thirty pounds.
- Ability to respectfully work, communicate, and provide leadership within a diverse campus community.

Applications

To review the full job description and apply online, please visit www.pugetsound.edu/employment.

Review of applications will begin April 15, 2019. Position open until filled.

Visit the Puget Sound website at www.pugetsound.edu

The University of Puget Sound is an equal opportunity employer and is committed to recruiting, hiring, and retaining the most qualified persons based on job-related criteria. The university will not engage in or tolerate any discrimination or harassment in the workplace as prohibited by local, state, or federal law. More specifically, no applicant or staff member will be discriminated against or harassed on the basis of his or her race, color, sex, religion, age, disability, marital or familial status, national origin, creed, veteran and military status, sexual orientation, sexual identity, gender identity and expression, genetic information, socioeconomic class, language spoken, documentation status, political beliefs or any other characteristic prohibited by applicable federal, state, or local law.