



Job Description

JOB TITLE: Campus Store and Mail Room Manager
DEPARTMENT: Campus Store
REPORTS TO: Assistant Director of Admissions, Operations

COLLEGE MISSION: Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

POSITION SUMMARY: Manage the daily operations of the Campus Store and Mail Room.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- High School Diploma or Equivalent
- 3-5 years of experience in a retail environment, preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for ordering and stocking merchandise for the campus store and Warrior Den.
- Work with vendors to ensure competitive pricing
- Maintain and update merchandise showcases in the Student Center and outside Ham Library
- Maintain a clean and safe work environment that is pleasing to customers
- Maintain a budget to ensure profitability of the campus store
- Sort mail and packages for appropriate departments and notify recipients of their delivery
- Prepare mail and small packages as needed for external pick-up
- Prepare bulk mailings and deliver to off-site facility
- Assist with checking rental vehicles in and out, preparation of driver pouches, and interaction with D.O.T. for proper reporting on school owned vehicles.
- Assist the Admissions Department when there is a need to cover the front reception desk or with other various projects.
- Assist with annual events when needed, including graduation ceremonies
- Other duties and responsibilities that may be assigned

REQUIRED SKILLS AND ABILITIES:

- Ability to self-motivate
- Ability to communicate effectively through oral and written communications
- Ability to analyze and maintain financial data
- Ability to maintain a cheerful and helpful demeanor
- Proficient with computer operations including, Microsoft Word and Excel
- Ability to learn and master complex online ordering systems
- Attention to detail
- Excellent organizational skills
- Supportive of the College mission

How to Apply:

Interested parties need to submit a cover letter, resume and completed RC employment application. The employment application may be found at <http://www.rc.edu/jobs-rc/>.

Contact:

Ginny May - Director of Human Resources
Rochester College
800 W. Avon Road
Rochester Hills, MI 48307
Phone: (248) 218-2018
Fax: (248) 218-2025
Email: gmay@rc.edu