

**Bookstore Director**

# **Department:** Wolfstore **Recruitment #:** S2006 **Application Deadline:** Preference given to applications received by September 7, 2020. Position open until filled. **Salary Range:** $56,300 - $60,000 **Benefits:** Western Oregon University’s offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. [http://www.wou.edu/hr/benefits/](about:blank)

# **Department / Job Summary:** This is a regular, 12-month, full-time, unclassified position in the Wolfstore at Western Oregon University in Monmouth. The Wolfstore is Western Oregon University’s campus store which provides convenient, high-quality, and competitively priced products and services, in support of the mission of the University, either directly or indirectly to students, faculty, staff, or its guests. The Wolfstore is financially self-supporting through the charges related to the cost of products and services provided by the store. [www.books.wou.edu/home](about:blank)

# The Wolfstore Director guides all of the bookstore activities to ensure that it functions effectively and efficiently in supplying the needs of Western Oregon University’s campus community. Responsibilities include supervision and development of store staff, establishing and maintaining the bookstore budget, store bookkeeping, policy administration and reporting, guaranteeing superior service levels, oversight of merchandise selection, and inventory control.

***We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.***

# **Minimum Qualifications:**

* Experience in a retail bookstore operation, particularly in the fiscal side of the operation
* Demonstrated ability to hire, train, and motivate a team of employees
* Bookkeeping or accounting experience
* Bachelor’s degree

# **Preferred Qualifications:**

* Experience managing a bookstore on a college or university campus
* Master’s degree

***\*\*A criminal background check will be required as a condition of employment***

# **Application Instructions:**

**You may submit all materials online at** [**www.wou.edu/prostaffapp**](about:blank)

**Required application materials (PDF preferred):**

1. WOU Employment Application available at [www.wou.edu/prostaffapp](about:blank)
2. Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community
3. Resume
4. Contact information for three references
5. Copy of unofficial transcripts for highest degree earned

**As an alternative, you may also submit application materials to:**

**S2006, Bookstore Director,** Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](about:blank); OR fax to: 503-838-8144

# Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon’s lush Willamette Valley. The university serves a large number of first-generation college students. Western Oregon University emphasizes diversity as a matter of institutional priority and an integral component of academic success. Our campus is about 20 minutes from Salem, the state’s capital, about 75 minutes from Portland, the state’s cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. Our university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

# **Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.**