

## JOB DESCRIPTION

### **MANAGER, SUBtext**

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Manages, coordinates and oversees all aspects of SUBtext operations.
2. Responsible for the supervision of SUBtext Student Supervisors and Attendants.

#### **ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to and is responsible to the General Manager.
2. Works closely with the Purchasing Agent, Accounting, and Graphics departments.

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

#### **DUTIES:**

1. Manage day-to-day operational, financial and administrative tasks for SUBtext.
2. Conducts the hiring process for all student staff and make recommendations to the General Manager for approval.
3. Responsible for the training, scheduling, supervision and oversight of all SUBtext staff including work study students to ensure the overall smooth running of the operation.
1. Responsible for the ongoing development of training manuals for all staff in the operation.
4. Source and launch new and sustainable product lines to diversify revenue.
5. Order and maintain stock and perform monthly inventory and other counts.
6. Review and receive new consignments for textbooks; facilitate cheque requests for consignment sales.
2. Identify operational problems, opportunities, and recommended courses of action to the Executive Director.
7. Within the parameters established by the General Manager, develop annual operating budgets for review by the General Manager.
8. Review monthly financial statements in collaboration with the General Manager and identify problems and opportunities along with recommended courses of action for review by the General Manager.
3. Ensure staff follow all UVSS policies and procedures and the USW Collective Agreement, notifying the General Manager of any breaches.
9. Manages the successful marketing of the operation including print, web, and social media, in collaboration with the Graphics department.
10. Manages marketing and promotion budgets for SUBtext.
11. Updates annually with the Executive Director the business plan, ensuring it aligns with the UVSS Strategic Plan,
12. Ensures that SUBtext is a secure and safer space, in collaboration with the Executive Director.
13. Regularly review relevant and online/digital best practice (e.g. online textbooks).
14. Maintain existing supplier accounts, and obtain new products and suppliers.
15. Other related duties as assigned by the General Manager.

## **QUALIFICATIONS:**

### **Required:**

1. Minimum three years' work experience in a bookstore, with consignment, and/or in a leadership role at a small business, or equivalent.
2. Minimum two years' experience in retail sales, or a similar environment.
3. Minimum two years' experience in budgeting and financial management.
4. Minimum two years' experience supervising staff.
5. Ability to work independently and as part of a team.
6. Demonstrated experience with creative merchandising, and in-store and online promotions.
7. Experience with computer word-processing, spreadsheets, and database systems.
8. Commitment to a high standard of customer service.
9. Ability to be flexible under stress and to effectively deal with people in challenging circumstances.
10. Strong verbal and written communication skills.
11. Strong organizational, prioritization and problem-solving skills.

### **Preferred:**

1. Experience in the development of creative and effective marketing strategies using various platforms.
2. Experience working and/or managing in a unionized environment.
3. Demonstrated respect for various abilities, genders, sexualities and socioeconomic realities.

This is a permanent job filled by a full-time employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.