

MANUAL Student Employment Career Services	SECTION Student Job Description				PAGE 1 / 1 REVISOR 7/18
SUBJECT <i>Retail Operations Sales Supervisor</i>	RANK x203	GROUP III	CBC Yes	PHYSICAL	

DEFINITION:

Under the direct supervision of an Assistant Bookstore Manager. Additional direction may be received from the Bookstore General Manager. The Student Sales Supervisor usually performs tasks related to supervising and monitoring Student Sales Aides I and Student Sales Assistants:

Tasks which support the daily operation of the Campus Stores are to be performed with limited supervision and direction, often using discretionary judgment.

- (a) Manages the cash register.
- (b) Aides customers with merchandise location and selection.
- (c) Provides supervision and training of Student Sales Aides and Assistants in the area of merchandising by taking inventories and stocking the sales floor and by making decisions regarding daily work priorities.
- (e) Delegates daily tasks to other Student Sales Aides and Assistants.
- (f) Performs other duties as assigned.

BASIC QUALIFICATIONS:

A minimum of one (1) year of experience in the UIC Campus Stores; an additional six (6) months of experience in a college or university bookstore is desirable. Candidates must have demonstrated leadership abilities, supervisory ability and be able to exercise independent judgment.