

COURSE MATERIALS COORDINATOR

Lafayette College is seeking candidates for a full-time **Course Materials Coordinator** in the College Store. Responsibilities include communicating with the Registrar's Office to receive current information on offered courses and enrollment and coordinating all course related materials for students and faculty in a timely manner. Duties related to course materials include publishing coursework information to the web site as required by law, inputting data from requisitions; coordinating custom published materials and textbook reservations; communicating with publishers to place, monitor and return orders; and managing the book buy-back program. Working with various offices on campus to keep course materials affordable to students, this position will analyze current course material trends (e.g. Open Education Resources, Inclusive Access, and Direct Textbooks) and recommend steps to implement, if appropriate. The position also maintains departmental records in the Store's point-of-sale/inventory control system for all book departments, maintains the stock of trade books, coordinates book signing events, assists in balancing and reconciling the cash registers, and assists the Store Manager and Assistant Manager in daily operations of all departments within the College Store with other duties as assigned.

This position requires occasional but routine Saturday and Sunday hours as well as additional weekend and evening hours for special College Store and campus-wide events. Three to five years of progressive retail and financial reporting experience along with supervisory and purchasing experience is desired. Send resume and salary requirements to: Lafayette College, Office of Human Resources, 730 High Street, 12 Markle Hall, Easton, Pa. 18042.