

MARIST COLLEGE

Office of Human Resources

Computer Store Coordinator (CL-1)

Department

Information Technology

Summary

Provide specialized support to the Department of Information Technology by independently managing the campus computer store; main duties include merchandising and selling computers, software and various accessories/products

Duties and Responsibilities

- Serve as initial point of contact, over the phone or email, and in person, for parents, students, staff and the general public who may utilize the computer store services. Answer all questions or inquiries, and make follow up contact when appropriate
- Carry on constant written and verbal communication with store vendors
- Retain and organize all store related files, such as purchase, sale and ordering records
- Maintain electronic inventories of all store products, using Microsoft Excel and other proprietary databases
- Monitor store inventory, make all purchases and purchasing decisions
- Reconcile and track all store purchases, inventories and expenses
- Initiate, plan, and coordinate events such as Laptop University, part of the new student orientation program
- Utilize internet to research, compare and analyze various products
- Consistently exercise a high degree of good judgment in making store related decisions
- Independently take on all computer store related responsibilities
- Obtain a strong understanding of computer related equipment
- Maintain store purchasing and supply budget
- Possess an intimate knowledge of Student Affairs and entire IT department

- Consistently demonstrate courtesy, tact, professionalism, the ability to handle difficult people, and strong customer service skills
- Perform other job-related duties as required

Requisite Skills

- 6C-Advanced Office Organization
Consistently demonstrates ability to independently manage operational aspects of the office including time management, event supervision, project timelines, and confidential papers. Consistently demonstrates ability to file documents and records using complex filing procedures, as well as a strong knowledge of retention policies
- 8C-Advanced Procurement
Consistently demonstrates ability to assist in drawing up specifications for departmental materials and supplies within College authorized limits
- 9B-Intermediate Auditing & Data Reconciliation
Consistently demonstrates ability to audit accuracy of data and investigate discrepancies, as well as reconcile expense reports. Errors are located using developed attention to detail. Errors committed are of average severity, and overall risk to institution is concerning and may necessitate corrective action
- 10C-Advanced Budget Management
Consistently demonstrates ability to assist in budget development and the budget monitoring process. May be asked to maintain independent budget or track multiple budgets
- 15C-Advanced Interpersonal Communication
Consistently demonstrates high communication skills, and sensitivity to the concerns or interests of others in conveying information. Demonstrates the understanding of factual information and the use of persuasion tactics to help others identify solutions or possible alternative courses of action
- 17B-Intermediate Responsibility
Consistently demonstrates ability to prioritize, coordinate and complete (start to finish) basic work assignments with minimal to no assistance or instruction, such as preparing faculty appointment letters
- 22B-Intermediate Technical Knowledge
Consistently demonstrates comprehensive knowledge of hardware and software applications. Has knowledge and ability to troubleshoot and work on hardware or software as needed