

## SMFA Art Store Assistant Manager Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=249265>

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Posted Nov. 20, 2024, set to expire Apr. 4, 2025

<b>Job Title</b>	SMFA Art Store Assistant Manager
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Nov. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Arts/Museum/Theater
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21162?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21162?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Auxiliary Services, part of the Operations Division, currently manages the following departments and programs; Parking, ID Card Office, Transportation (Shuttles, Fleet, Accessible Transit), Vending, Residential Laundry, Contract Dining units, Event and Conferences, Tufts Bookstore and SMFA Art Store. Auxiliary Services supports Tufts University on (4) campuses and remote programs; Tufts University (Medford, MA), The Cummings School of Veterinary Medicine (Grafton, MA), Tufts Medical & Dental Schools (Boston, MA), The School of The Museum of Fine Arts (Boston, MA).

### What You'll Do

The assistant manager supports the management of the SMFA art store and operation of the SMFA mailroom. Duties will include student staffing, hiring, scheduling and training. Day to day responsibilities will include customer service, POS reconciliation, merchandising, social media, receiving, record keeping and administrative tasks. The assistant manager will oversee the day-to-day

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operations when the manager is not on-site.

### **Essential Functions:**

- Managing SMFA Student Mailroom
- Financial Reporting and POS Systems
- Labor Management
- Purchasing, Receiving and Inventory Management
- Marketing and Communications
- Secondary Functions: Store Cleanliness, Stocking Shelves, Returns and Exchanges, Computer and POS systems
- Perform other related duties as may be needed

### **What We're Looking For**

#### **Basic Requirements:**

- Knowledge and experience typically acquired by the completion of High school Diploma or GED
- 3-5 years of retail or customer service experience
- Strong customer service skills
- Supervisory experience
- Organizational skills
- Proficient in MS Office applications including Outlook, Word, Excel
- Proficient written, verbal and interpersonal skills in order to work pleasantly and tactfully with a diverse community; including fellow employees, faculty, students and staff

#### **Preferred Qualifications:**

- Background in Arts or knowledge of art supply products

#### **Special Work Schedule Requirements:**

- This position will provide occasional support for nights and weekends depending on university schedule and events, e.g. start of the semester, annual inventory, commencement
- This job involves responsibilities that are performed in an on-site working environment

### **Pay Range**

Minimum \$26.70, Midpoint \$31.80, Maximum \$36.80

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect



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pay between the minimum and midpoint of the range.

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**