



# RIDGEWATER

## COLLEGE

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**Ridgewater College Posting**  
**A Minnesota State College**

## **College Bookstore Coordinator Senior / Bookstore Manager**

**Full-Time, Unlimited AFSCME Vacancy Notice**

**Posting Date: 12/22/2025**

*Ridgewater College is seeking a first point of contact for the Business Office on the Willmar Campus. This position analyzes and develops all accounts receivable processes and creates workflows to ensure accounts are effectively monitored and maintained, assuring that receivables and revenues are properly recorded and accounted for.*

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**Classification: College Bookstore Coordinator Senior**

**Campus: Hutchinson**

**Bargaining Unit: AFSCME, 207**

**Employment Condition: Full Time, Unlimited**

**Classified Status: Classified**

**Work Schedule: Monday – Friday, 7:30 AM-4:00 PM**

**Work Area: Bookstore**

**Wage: \$24.75- \$34.36 /per hour (depending on experience and internal equity)**

**PCN: 00758880**

### **Job Summary**

The Bookstore Manager provides strategic and operational leadership for the Hutchinson Campus Bookstore, ensuring the effective delivery of course materials and merchandise that support student success and institutional goals. This role oversees textbook adoption coordination, procurement, inventory management, budgeting, and financial reconciliation, while maintaining compliance with college, state, and federal policies. The manager supervises staff and student workers, manages point-of-sale systems, and ensures a high level of service to students, faculty, staff, and the community. Operating with a high degree of independence, the position requires sound professional judgment, problem-solving skills, and the ability to lead a dynamic retail and academic support environment.

#### **WILLMAR CAMPUS**

2101 15th Ave NW

Willmar, MN 56201

320-222-5200 | 1-800-722-1151

FAX 320-222-5212

#### **HUTCHINSON CAMPUS**

2 Century Ave SE

Hutchinson, MN 55350

320-234-8500 | 1-800-722-1151

FAX 320-234-8512

[www.ridgewater.edu](http://www.ridgewater.edu)

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A member of Minnesota State.  
Ridgewater College is an affirmative action, equal opportunity employer and educator.  
This document is available in alternative formats to individuals with disabilities upon request.

### Responsibilities:

1. Direct and manage all aspects of textbook and course materials operations for the Hutchinson Campus, including adoption coordination, procurement, inventory control, compliance, student support, and financial reconciliation to ensure timely, accurate, and cost-effective delivery of educational resources.
2. Oversee and lead all phases of bookstore operations, including budgeting, inventory management, point-of-sale systems, and customer service, ensuring efficient, accurate, and student-centered service delivery aligned with institutional goals.
3. Coordinate the direction of staffing

### **Minimum Qualifications** *(required skills to enter the job; must be identified on application materials)*

- Knowledge of accounting systems sufficient to query and compile records and reports, and assist with preparing and maintaining spending plans, financial status reports, and budget requests.
- Knowledge of communications sufficient to write, prepare, and edit materials, using correct spelling, punctuation, grammar, and sentence construction.
- Skilled in customer service sufficient to providing prompt and accurate information to customers in person, on the phone, and through email and other written or electronic correspondence.
- Skilled in customer service sufficient to contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other concerns
- Knowledge of maintaining and updating inventories or equipment, supplies, and commodities
- Ability to oversee, lead, train, and evaluate the work activities of employees in their work area
- Ability to guide and direct work activities to achieve work area goals

### **Preferred Qualifications** *(desired but not required)*

- AA/AS Accounting and/or Marketing.
- Knowledge of accounting procedures sufficient to develop and monitor budgets, ensure profitability of bookstore operations, and keep records as they relate to cash receipts, sales and accounts receivable. Experience and/or knowledge of bookstore or other retail establishment procedures sufficient to coordinate the operation of the bookstore.
- Experience in textbook and course material purchasing.
- Knowledge of retail marketing and merchandising techniques sufficient to display and sell bookstore merchandise.
- Ability to organize, prioritize and work under pressure to meet deadlines as well as acquire new skills and knowledge to adapt to changes in position.
- Maintain effective working relationships with other college personnel, students and the general public.

- Knowledge of Workday, Microsoft Outlook, Internet, Credit Card Systems, and ImageNow, MBS Computerized Inventory/Point of Sale Control System.

## How to Apply

Apply online at:

[https://minnstate.wd1.myworkdayjobs.com/Minnesota\\_State\\_Careers/job/Hutchinson/College-Bookstore-Coordinator-Senior---Bookstore-Manager\\_JR0000003860](https://minnstate.wd1.myworkdayjobs.com/Minnesota_State_Careers/job/Hutchinson/College-Bookstore-Coordinator-Senior---Bookstore-Manager_JR0000003860)

Online application deadline for preferred review is 11:59PM on January 5, 2026.

## Why Work For Us

GREAT BENEFITS PACKAGE! Minnesota State offers a comprehensive benefits package including:

- 11 paid holidays each year
- Medical Insurance (Single Coverage \$38.50 per month and Family Coverage is \$262.66 per month)
- Dental Insurance (low deductibles)
- Paid Parental Leave (six weeks)
- Employer paid life insurance
- Short and Long Term Disability
- Pre-tax Flexible Spending Accounts (Medical and Dependent Care)
- Retirement Plan
- Tax-deferred Compensation
- Generous vacation and sick leave

## Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

## Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor/>.

## Contact

If you have questions about the position, contact Felicia Telecky at [felicia.telecky@ridgewater.edu](mailto:felicia.telecky@ridgewater.edu) or 320-234-8534.

## Institution Information

**MISSION:** Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

**VISION:** Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

**GUIDING PRINCIPLES:**

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.
- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

## **Equal Employment Opportunity**

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers.mmb@state.mn.us](mailto:careers.mmb@state.mn.us). Please indicate what assistance is needed.