The Faculty Student Association of Downstate Medical Center (FSA) seeks a dynamic retail manager to lead all aspects of the campus store in its 48th year of business. Store has approx. 900 sq ft with current annual sales $350K. The successful candidate will provide complete operational and administrative management of the store and its ancillary retail services including implementation of new Lightspeed Point of Sale system.

SUNY Downstate is Brooklyn’s only academic medical center and includes a Colleges of Medicine, Nursing, Health Related Professions, Schools of Graduate Studies, Public Health, as well as University Hospital of Brooklyn. The store is located in the Student Center at 394 Lenox Road and is in its 48th year of self-operation. Goal is to provide a self-sustaining store that provides students, faculty, and staff a positive shopping experience on books academic supplies and equipment, clothing, resources campus spirit-wear, stationery, parking pass, commencement attire and sundry items.

Store Manager Duties and Responsibilities includes:

- Total management of the store to plan and lead sales increase from its current level, or associated cost reductions that now requires annual subsidy, to self-sustainability.
- Oversee all store inventory consistent with sales: purchasing, controls, online and in-store sales and returns, vendor relations, payment processing and cash management and provide effective reports.
- Supervise ALL aspects of personnel including establishing most effective store hours and staffing levels, within FSA policies and procedures.
- Motivate and inspire Store team to provide highest quality customer services.
- Manage ongoing year round program of visual merchandising, on-line website marketing, that increase sales wherever possible.
- Work with the DMC community (faculty, students, staff, alumni, parents and vendors) to provide products including new/used/rental texts, academic supplies equipment, clothing and novelties.

Qualifications:

- College degree with 2 years of progressive retail management with supervision experience preferably in college environment. 5 years’ retail experience in lieu of a college degree.
- Firm knowledge of retail operation and fiscal management, including retail point-of-sale systems, stock controls, budget preparation, reporting, retail in-store and online merchandising.
- Strong interpersonal communication and quality customer service skills to work effectively in a diverse community. Motivated and hard working with upbeat, friendly, and courteous style that fosters a cooperative work environment.
- Working knowledge of Lightspeed POS, Microsoft Office software, and modern social media skills matching customer needs.

Compensation: Salary expectations are in mid $40s depending on experience with generous benefit package, with annual reviews dependent upon store financial performance. FSA is a 501c3 charitable corporation and an equal opportunity employer. Note: This is not a NYState /SUNY position. Send cover letter and resume with completed Application (link), Background Consent (link) and 3 references to FSA Business Office; MailStop 1219, 450 Clarkson Ave, Brooklyn, NY 11203-2098 or via email to: schuyler.hooke@downstate.edu

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