



**Marshall B.**  
**KETCHUM UNIVERSITY**

## **Auxiliary Services Coordinator**

### **JOB SUMMARY**

The Auxiliary Services Coordinator is primarily responsible for supporting all of the daily operations of the Campus Store including PPE supplies and distributions, online store, inventory, quality control, product display, customer service, and sales reporting as well as managing the technical side of the POS system and its related technology. Employee will also provide assistance with all quarterly student equipment and repairs. In addition, the employee will cross cover in the Mail Center and Print Shop as required, which may include delivery of mail and packages, support in printing and assembling of memos, manuals, and exams.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Open and close out Campus Store each day, maintain accurate inventory, price merchandise, balance and run daily reports for Accounting
- Assist store customers, operate the register, and keep Campus Store tidy
- Manage activities of the online store, pull and process daily web orders, prepare and package orders for shipment
- Update online store inventory, product photos, descriptions and landing page graphics as required
- Manage software updates to POS system and Shopify software
- Troubleshoot POS software issues and effectively communicate with POS technical support in finding solutions
- Interact with Marketing regarding branding when necessary
- Interact with IT regarding software updates, system security, student accounts, and data backups
- Assist with receipt of quarterly student equipment, kitting and distribution

- Repair student equipment or prepare and sent out for repair as necessary
- Assist with PPE supplies and distributions
- Oversee Mailroom/Print Shop in the Lead's absence
- Assignments within auxiliary services may be re-directed to other areas of responsibility with the department based on the direction of the manager

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mature and able to establish and maintain professional working relationship with others
- Maintain records, prepare forms, verify information and resolve problems
- Knowledge of Word, Excel, Adobe Acrobat, Outlook, Goggle docs and POS systems general computer skills
- Retail experience, stocking, inventory, display set up, cash handling
- Deal tactfully and courteously with students, staff, faculty and vendors
- Understand and follow oral and written directions
- Must be able to work independently with little direction
- Operate cash register and other office machines
- Communicate effectively both orally and in writing
- Load, unload, and carry heavy objects up to 50 lbs
- Clean driving record with current California driver's license

### **EDUCATION AND/OR EXPERIENCE**

The minimum amount of education and experience that an individual needs in order to successfully perform the essential duties of the position is:

- High school diploma or general education degree (GED) required and must have one year related experience and/or training

## **ABOUT THE ORGANIZATION**

Located in Fullerton, CA, Marshall B. Ketchum University is an independent, private, non-profit, accredited educational institution. MBKU is home to the Southern California College of Optometry, the School of Physician Assistant Studies and College of Pharmacy. Named after the founder of the optometric institution in 1904, the change to the University structure addresses the growing demand for highly skilled health care professionals.

The University's Southern California College of Optometry confers a Doctor of Optometry (OD) and a Master of Science in Vision Science (MS) degree. MBKU's School of Physician Assistant Studies under the College of Health Sciences awards a Master of Medical Sciences (MMS) degree. MBKU's College of Pharmacy welcomed its first class in the fall of 2016 and awarded a Doctor of Pharmacy (PharmD) degree in the Spring of 2020. MBKU owns and operates two premier eye and vision care centers: the University Eye Center at Ketchum Health and the University Eye Center at Los Angeles.

## **BENEFITS**

MBKU provides an excellent benefits package including medical, dental, and life insurance, free vision exams, short and long term disability, generous paid time off plans, a university-sponsored retirement plan with a 9% contribution and an on-site fitness center located on the Fullerton campus. See our website under *Employment* for more details regarding benefits of working for MBKU ([www.ketchum.edu](http://www.ketchum.edu)).

## **HOW TO APPLY**

Interested candidates, please send a cover letter along with your resume to [humanresources@ketchum.edu](mailto:humanresources@ketchum.edu). Position is open until filled.

MBKU is an equal opportunity employer; requirements are subject to possible modification to reasonably accommodate individuals with disabilities.