



Marshall B. KETCHUM UNIVERSITY

Auxiliary Services Manager

JOB SUMMARY

Are you looking for an exceptional workplace that is growing? Come to Marshall B. Ketchum University (MBKU) for an opportunity to be at the forefront of health care education and stay for a culture that fosters recognizing and rewarding employees.

Under the direction of the Senior Vice President for Administration and Finance and CFO, the Auxiliary Services Manager is responsible for the operation of University Auxiliary Services as outlined in the job description that follows.

ESSENTIAL DUTIES AND RESPONSIBILITIES

AUXILIARY SERVICES- Overall:

- Lead and manage the departments comprising Auxiliary Services, including the Campus Store, Printshop, and Mailroom.
- Hire and train personnel for the departments comprising Auxiliary Services
- Negotiate pricing and source equipment required for student purchase in all University disciplines as needed
- Working in conjunction with University Purchasing, assist educational disciplines with the sourcing of equipment, supplies and materials needed for operations and instruction
- Process Accounts Receivable and Accounts Payable for Auxiliary Services as well as equipment and supplies obtained for educational disciplines or administrative departments
- Prepare and manage annual budget for Auxiliary Services departments
- Create Auxiliary Services month-end reports for Accounting
- Renegotiate contracts with vendors for university and student equipment as they come up for renewal or go out for bid
- Manage and approve timesheets of Auxiliary Services employees
- Oversee and manage the services provided by outside vendors who support Auxiliary Services
- Collect and ensure safe delivery of daily cash deposits to Accounting
- Process all deposits (check and cash) through the University's e-Deposit site
- Order and stock supplies for employee breakrooms
- Oversee the vendor who provides the "Bistro" food vending on the Fullerton campus

- Hire and train Work Study students, approve and submit their time sheets to financial aid

MAILROOM:

- Supervise and assist Printshop and Mailroom staff
- Supervise the processing of USPS, UPS, and FedEx packages/mailings
- Track and bill employees for personal postage and print jobs
- Ensure adequate shipping and mailing supplies are maintained
- Oversee funding of postage machine and UPS accounts with Accounting
- Review and revise mail delivery schedules as needed to best serve University Community
- Coordinate with security department regarding after hours and holiday deliveries of mail and packages
- File all governmental USPS forms to request permit accounts
- Manage funds for bulk mailing and permit accounts for Fullerton and Anaheim
- Contact vendors and coordinate repairs for mailroom and printshop equipment
- Oversee management of mailboxes and ensure accuracy with student and faculty changes

PRINTSHOP:

- Oversee the processing of incoming jobs when staff shortages occur
- Oversee the ordering of paper, envelopes, and binding materials inventory for Printshop
- Manage university wide toner inventory and order stock when required
- Oversee the timely production, assembly, and distribution of course manuals
- Calculate materials and production costs and complete journal entry required for Accounting

CAMPUS STORE:

- Contact vendors for quote/bids on Optometry, PA, and Pharmacy equipment and supplies
- Solicit vendors for loaner or donated equipment for educational disciplines
- Coordinate student and college equipment needs with Program Deans, place orders, receive items, oversee vendor installation, and manage warranty and repairs
- Manage the procurement and distribution of student equipment quarterly
- Oversee warranty/repairs of all campus and student equipment
- Prepare, send out, and receive equipment for repair per manufacturer process
- Oversee Campus Store inventory control
- Order Campus Store merchandise for inventory and college use.
- Process special equipment and merchandise orders for staff, students, and alumni
- Maintain a working knowledge of the Campus Store Point of Sale register, reporting and inventory systems
- Provide quarterly student charges for equipment and materials to Student Accounts
- Oversee the accounting of Campus Store cash and secure it daily

- Obtain RFQs for individualized program merchandise and preceptor gift items, as requested
- Troubleshoot POS issues with Shopify Technical Support in IT's absence
- Manage cash handling from store purchases with Accounting
- Oversee the balancing of Campus Store cash
- Oversee the preparation of daily deposits and deliver to Accounting
- Oversee the merchandising of the Campus Store to maintain fresh inventory and promote sales
- Maintain and organize a loaner supply of equipment for students, faculty, and residents

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.

- Excellent oral and written communications skills
- Sound knowledge of Accounting and cash handling techniques
- Financial Recordkeeping skills for compiling and reporting
- Familiarity with Retail practices and procedures
- Sound ability to understand mathematics and basic accounting practices
- Solid understanding of Procurement, Inventory and Service terminology
- Strong collaboration and team building skills
- Demonstrated Service-oriented work experience.
- Demonstrated experience in leading, supervising, and training subordinate personnel
- Familiarity with healthcare equipment, materials, and supplies

ABILITY TO:

- Communicate effectively both verbally and in writing
- Perform a variety of difficult clerical and recordkeeping work requiring exercise of judgement and knowledge of subject matter
- Compare name and numbers rapidly and accurately
- Operate 10-key calculator
- Work cooperatively, tactfully, and courteously with others
- Work independently with little direction
- Maintain records and prepare reports
- Train and supervise personnel
- Understand and apply rules, regulations, procedures, and policies
- Compose professional letters without supervision
- Load, unload, and carry objects up to 25 pounds

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. It may be supplemented by college level courses in accounting, retail management, or equivalent experience
- Bachelor's Degree in Business, Management, or Retail operations Preferred
- Higher Education, Healthcare, or Retail Management experience Preferred
- A minimum of five (5) years' experience in managing or supervising personnel, preferably in an educational, healthcare, or retail operation providing sales and service

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 the first Doctor of Pharmacy (PharmD) degree in 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).

HOW TO APPLY

Interested candidates, please send a cover letter along with your resume and salary requirements to 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.