



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Retail Manager
Job Code: 196

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a retail operation.

Typical Tasks

Corresponds with wholesalers.
Resolves customer relations problems.
Analyzes merchandise to consider expansion or curtailment.
Oversees inventory control.
Insures adherence to retail policies and procedures.
Handles special merchandise orders.
Authorizes exchanges, credits, and returns.
Approves wholesale purchases and sales promotions.
Prepares sales and financial reports.
May supervise retail employees.

Minimum Qualifications

A high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Retail Manager

Job Code: 115

Overtime Pay: Ineligible

Primary Responsibility

This is work managing one (or more) functions of a retail operation.

Typical Tasks

Maintains special order files, handles exchanges, credits, and returns.

Initiates purchasing of merchandise and sales promotions.

Resolves customer relations problems.

Analyzes merchandise to consider product expansion or curtailment.

Prepares administrative and financial reports.

Minimum Qualifications

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Retail Supervisor
Job Code: 114

Overtime Pay: Eligible

Primary Responsibility

This is work supervising retail employees.

Typical Tasks

Oversees the work of retail employees.
Assigns tasks to retail employees.
Insures tasks are completed thoroughly and in a timely manner.
Delegates routine and special assignments to retail employees.
Oversees the purchase, display, and sales of merchandise.
Oversees the receiving, pricing, and stocking of merchandise.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>