

STERLING COLLEGE

Job Description Warrior Wearhouse Manager 2025

Reports to: Vice President for Strategy and Engagement and the Assistant Athletic Director for Athletic Administration.

Classification: Part-time, non-exempt

Description:

The Sterling College Warrior Wearhouse is a self-supporting, auxiliary enterprise, owned and operated by the College. The Wearhouse manager is responsible for the daily operations of the campus store and other venues where Sterling College product is sold, including online. The manager oversees all aspects of retail sales, relationships with vendors and appropriate fiscal reporting.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian vision and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the gospel and the essentials of a Christian liberal arts college.

- Strong interpersonal and communication skills
- Strong computer skills
- Ability to supervise and train employees, including scheduling, timecard approval and evaluations
- Experience working in a retail environment. Management experience preferred.
- Experience with retail technology including online store and point of sale systems.

Responsibilities:

- Manage the daily operations of the store, including opening and closing
- Maintain the store's website and process online customer orders
- Manage the design of the store at the student union and the Gleason Center
- Act as the primary purchaser for all items in the store, including Sterling College branded items
- Manage inventory and oversee reporting on annual physical inventory
- Develop and manage a marketing strategy for the campus store and communicate that strategy
- Prepare a profit and loss statement monthly

Essential Job Functions:

- Must be able to push, pull, and lift 25 pounds or more and walk up and down stairs and climb ladders.
- Must have adequate dexterity and strength to complete tasks.
- Be able to use upper extremities to press with steady force to thrust forward, downward or upward.
- Frequently, be able to bend body downward and forward by bending spine at the waist.
- Be able to stand and move about regularly.

Education/Experience:

- High school diploma, or equivalent. Bachelor's degree preferred.
- At least 12 months of experience in a related business setting.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.