



MERCHANDISE COORDINATOR

Last revised: February, 2024

COMMERCE STUDENTS' ASSOCIATION (CSA)

The CSA strives to enrich the undergraduate student experience at the I.H. Asper School of Business through unique events and professional development opportunities that foster meaningful relationships with the greater business community.

POSITION OVERVIEW

The Merchandise Coordinators design and purchase merchandise to be sold in the Commerce Connection Store located in the CSA Office. Merchandise Coordinators recruit and train volunteers to run the store and conduct locker sales in the fall and winter terms.

POSITION RESPONSIBILITIES

- Conceptualize and designs for merchandise (including but not limited to apparel, accessories, etc).
- Liaise with vendors and suppliers to procure merchandise.
- Set up, record sales, and manage inventory using the Shopify Point of Sale (POS) system.
- Manage locker rentals during the fall and winter terms.
- Recruit volunteers to work store shifts during office hours in the fall and winter terms.
- Train volunteers on how to use the Shopify POS system and deposit cash each day.
- Regularly work store shifts.
- Work with the Digital Coordinator to ensure merchandise and clothing are added to the CSA website.
- Manage the store budget.
- Coordinate and plan comprehensive marketing campaigns for the Commerce Connection store
- Attend monthly CSA General Council meetings.
- Promote and attend CSA events.



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LINES OF COMMUNICATION

- CSA Executive Council
- CSA General Council
- Asper Students
- Merchandise Vendors
- Marketing Coordinators

SKILLS DEVELOPED

- Clothing design
- Maintaining supplier relations
- Retail management
- Organization skills
- Shopify POS system
- Customer service
- Budget management
- Interpersonal skills

POSITION DETAILS

Number of positions available: 2

Reports to: Vice President Marketing & Communications

COMMITMENT LEVEL

Summer 2024	Fall 2024	Winter 2025
Medium	Medium	Medium

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours a week