

We are looking for a quick learner and intuitive person to join us. As a leading supplier of Longhorn merchandise and textbooks we have a growing staff that needs a technical support person to help satisfy our customer needs, a proficient coder who can create html e-mail blasts, a creative mind who can see new ways to solve problems, and most importantly an individual willing to learn new things and take on responsibility as needed. A large part of this job is becoming familiar enough with our operations to identify issues and seek solutions.

Responsibilities include:

- Managing e-mail campaigns from the technical perspective
- Troubleshooting customer issues from a technical perspective
- Managing our customer information database
- Providing reports on routine job functions and special projects
- Researching industry changes and suggesting appropriate responses
- Researching tools and methods to improve online sales
- Assist in day-to-day order fulfillment as needed
- Additional duties as determined by manager
- Assuring that e-mail blasts are accurate, relevant, and sent when scheduled

Abilities needed:

- SQL knowledge (MSSQL preferred)
- Basic HTML knowledge or Dreamweaver skills
- Microsoft Word and Excel (advanced Excel preferred)
- Ability to provide insight into marketing activities
- Retail and/or online order fulfillment experience
- Basic Photoshop/Illustrator capability
- Knowledge of BASIC programming language or related
- Familiarization with retail supply flow

This position is great for a student or recent grad, as the diversity of tools and projects will give you exposure to and a better understanding of in-store retail, online retail, shipping industry, managing working relationships with strategic partners, and part of the Information Technology field as well. The working environment fluctuates from fast-paced rushes where you will be responding to immediate needs to slower seasons where you can focus on long-term strategic projects.

The job is approximately 20 hours/week, but may require additional hours during our rush periods. The schedule is flexible, although there can be specific commitments to work around.

Benefits include:

- Paid Time Off (based on hours worked, typically 1 week/year)
- Medical & Dental Insurance – company will pay for half of the premium cost
- 403b Retirement Plan
- Tuition Assistance (up to \$1500 per year)

EMAIL RESUME TO HILBERT@UNIVERSITYCOOP.COM