



**Job Title:** Bookstore Clerk  
**Hours per week:** 2-6  
**Number of positions:** 4  
**Length of Employment:** August 19, 2019 – May 15, 2020  
(Financial Aid eligibility must be met every semester)

**Pay rate:** \$8.00  
**Supervisor Name:** Colin Fraser  
**Method of Contact:** EMAIL  
**Department Name & Code:** Campus Bookstore 305  
**Location:** Campus Bookstore  
**Classification:** Federal/State or Institutional Work-Study  
**Employer Name/Address:** IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Aid in the daily business operations of the Campus Bookstore and the textbook program.

**Job Description/Responsibilities:** Run the register in the Campus Bookstore, check out textbooks, answer general questions about campus, restock shelves and keep store tidy, price label new inventory, help create a welcoming atmosphere.

**General Qualifications:** Good with people, schedule must be compatible with bookstore hours, ability to make change, ability to learn point of sale computer system, be a good communicator, must be dependable.

**Evaluation Procedure(s) and Schedule:** Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14).