



Job Title:	Bookstore Clerk
Hours per week:	2-8
Number of positions:	4
Length of Employment:	January 21st, 2020 – May 15, 2020 (Financial Aid eligibility <u>must</u> be met every semester)
Pay rate:	\$8.00
Supervisor Name:	Colin Fraser
Method of Contact:	colin.fraser@iaia.edu
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).