



Job Title: CAMPUS BOOKSTORE CLERK
Hours per week: 3-9
Number of positions: 4
Length of Employment: August 16, 2021 – May 13, 2022
(Academic progress must be met every semester to continue)

Pay rate: \$10.50
Supervisor Name: Colin (Rayn) Fraser
Method of Contact: Email: colin.fraser@iaia.edu
Department Name & Code: Campus Bookstore 1305
Location: Campus Bookstore, CLE building
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 count cash/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).