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: $11.50
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: 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, count product during physical inventory every fall, sell products, help with special events, and learn and assist with the eCampus textbook program

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.

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.