



Job Title:	CAMPUS BOOKSTORE CLERK
Hours per week:	3-9
Number of positions:	3
Length of Employment:	January 17 – May 13, 2023 (Academic progress <u>must</u> 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.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/