



<b>Job Title:</b>	Bookstore Clerk
<b>Hours per week:</b>	4-6 each position
<b>Number of positions:</b>	2
<b>Length of Employment:</b>	January 17, 2017 – May 12, 2017
<b>Pay rate:</b>	\$7.50 per hour
<b>Supervisor:</b>	Rachel Machovec
<b>Department Name &amp; Code:</b>	Campus Bookstore #305
<b>Location:</b>	Campus Bookstore (CLE)
<b>Classification:</b>	Federal/State or Institutional Work-Study
<b>Employer Name/Address:</b>	IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

**Purpose/Role:** Assist in the daily functioning of the IAIA Campus Bookstore.

**Job Description/Responsibilities:**

The purpose of the bookstore clerk is to aid in the day to day functions of the Campus Bookstore. This includes: Managing the register in the campus bookstore, aid with textbook distribution, restocking shelves, assist in labelling merchandise and organizing the store, answer the campus bookstore phone and take a message if needed, aiding with general store upkeep.

**General Qualifications:** Good people skills, professional appearance, ability to make change.

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