

Job Title: Campus Bookstore Temp Worker
Hours per week: 1-10, work is occasional
Number of positions: 4
Length of Employment: August 14, 2017 – May 12, 2018
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Rachel Machovec

Department Name & Code: Campus Bookstore 305
Location: IAIA Campus Bookstore
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: IAIA 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role: Temp. workers are employed to help with the extra Bookstore work during busy periods at the beginning and end of the semester. There will be occasional work in the middle. Workers will assist in the business operations of the Campus Bookstore and the textbook program.

Job Description/Responsibilities: Temp workers may be asked to 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, work with excel spreadsheets, do inventory work, and shipping, help with special events.

General Qualifications:

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. The Campus Bookstore is Open 10am-4pm Monday –Thursday. Occasional evening, Friday, and Saturday work is available for temp workers. Please submit a class schedule with you application and outline when you would be interested in working.

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