



Job Title: Bookstore Clerk
Hours per week: 2-8
Number of positions: 5
Length of Employment: August 20, 2018 – May 12, 2019
(Note: Financial Aid eligibility must be met every semester)

Pay rate: \$8.00
Supervisor: Colin Fraser

Department Name & Code: Campus Bookstore 305
Location: CLE, Campus Bookstore
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 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.
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).