

SCAVMA BOOKSTORE VM1 Job Openings

The **SCAVMA Bookstore**, a non-profit, student owned and operated bookstore at the College of Veterinary Medicine, is looking to hire **two incoming VM1s** to begin working this fall! This job will provide you with opportunities to learn about managing a small business and to network with both students and faculty!

The position is a **three year commitment**. During the first year, you train in your position. In the second year you take on more responsibilities, such as paying bills and organizing a book fair. By the third year, you are one of the managers! Both positions involve working shifts during the school week over the lunch hour from 12:00 – 1:00pm. As you take on more responsibilities, there are opportunities for additional hours. The responsibilities unique to each position are listed below.

- **Orderer:** place orders through vendors to stock books, clothing, and supplies in the store, run a once-per-semester inventory report, distribute student book order forms, organize and run book and stethoscope fairs
- **Treasurer:** maintain the ledger of accounts received, balance the cash drawer, track purchases, make deposits as needed, and review trends in sales.

The bookstore is closed during major holidays (Thanksgiving, Winter Break, and Spring Break), but does run on limited hours over summer. It is ideal for employees who stay in the Ames area for the majority of the year.

Employees receive **20% off** items in the bookstore and **free printed class notes**. The starting salary for either VM1 position is \$9.50, with \$1 raises each year.

Please contact either Laura Kellow or Stephanie Kobiela at vetbooks@iastate.edu if you have any questions regarding these positions.

To apply, please send your resume and cover letter by **August 25th, 2017** to:

**SCAVMA Bookstore
Iowa State University
College of Veterinary Medicine
Ames, IA 50011**

Or email us at:

vetbooks@iastate.edu

Short interviews will be conducted during the second or third week of classes. We look forward to hearing from the class of 2021!