Location: Salisbury University Libraries

Job Title: Library Acquisitions Specialist

Responsibilities: The Acquisitions Specialist is responsible for all aspects of the acquisition of books (including e-books), audiovisual materials, and similar information resources. This includes all aspects of ordering from creating order records in the consortial catalog and contacting vendors to receiving the resources and preparing them to go to the cataloging or serials departments. It also includes tracking and solving problems with orders as well as making sure purchases are charged to the right budgets and invoices are approved and forwarded to the appropriate units.

Requirements: Minimum Qualifications: Bachelor's degree in any area. At least one year of library materials management experience, or business office experience handling invoices/billing. Ability to use Microsoft Office, particularly Excel; familiarity with an Integrated Library System such as Aleph. Attention to detail; ability to learn to use new technologies, integrated library systems, and processes; ability to work independently; excellent communication skills; knowledge of basic library operations and business procedures; flexibility. Excellent interpersonal, customer service, administrative, oral and written communication skills; ability to plan, organize, prioritize, multi-task, be flexible and possess the ability to handle multiple tasks/projects simultaneously and work well under pressure, demonstrate initiative, project a professional image, and work independently or as part of a team. Preferred Qualifications: More than one year of work experience.

Salary Range: This is a full-time, non-exempt, State position with a full benefits package. Starting hourly rate is $19.41, which is approximately $40,487.00 annually. After successful completion of a 6-month probationary period, there is a 2.5% pay increase for new hires or internal promotions.

Application Process: Applications will be accepted via Salisbury University’s Online Employment Application System. Please visit our website Salisbury University Online Employment to apply online. See the FAQs of the Online Employment Application System for more information and instructions. To be considered an applicant, you must apply online and submit a cover letter and resume. All documents that you wish to provide must be attached to your application in the Online Employment Application System. Please do not send any documents via E-mail. Three professional references will be requested and required before the final stages of the search. Candidates will be notified prior to references being contacted.

Special Requests:
Closing Date: Applications received by October 7, 2021 will be given full consideration