Position: Library Assistant III, Acquisitions Department (Search #106363)

Deadline: March 29, 2019

Pay Grade: 27N

Reporting to the Head, Acquisitions Department, the major responsibilities of this position include:

- Serve as the primary contact between the Acquisitions Department and the University Accounts Payable Department for invoice payments, payments by credit card and vendor interactions.
- Verify and coordinate the weekly electronic batch transmission of invoices processed by the Acquisitions Department from OCLC WorldShare Management Services (WMS) to PeopleSoft for payment. Compare invoices posted in WMS and code invoices online for payment.
- Pay invoices from credit card vendors via an assigned campus credit card account; purchase supplies for the Acquisitions Department.
- Consult staff in Procurement Services regarding any invoice irregularities or changes in vendor addresses. Download WMS reports and manipulate Excel spread sheets to create up-to-date budget reports as needed.
- Correspond with new library vendors and/or inactive vendors to determine invoice payment method: check, credit card, or ACH (Automated Clearing House) transfer. Determine alternate payment arrangements, as needed, for foreign, specialized, antiquarian or private individuals. Work with domestic vendors to obtain up-to-date W-9 documentation for Library and campus files. Establish and maintain vendor links in PeopleSoft and WMS.
- Manage shelf preparation processes for library materials. Hire, train and supervise student assistant(s). Train and assist staff backups on shelf preparation processes.
- Perform other job-related duties as assigned.

Qualifications: High school diploma or GED and three to five years of related experience, or Bachelor’s degree and one to three years related experience. Requires specialized knowledge of library records in automated library systems and other specialized library databases, and procedures in specific library operations; ability to use advanced computer techniques in word processing, spreadsheets, database and Web-based applications; ability to work independently and devise solutions to problems; advanced organizational and time management skills; ability to communicate effectively and interact well with people of all ages and diverse backgrounds; ability to oversee the work of others; ability to establish and maintain effective working relationships; ability to understand, explain, and apply rules, regulations, policies and procedures; ability to verify accuracy of information, resolve discrepancies and follow-up on outstanding activities; commitment to fostering a diverse educational environment and workplace.
**Preferred Qualifications:** Experience working in acquisitions; experience with WMS; experience with PeopleSoft; and previous supervisory experience.

**General Information:** The [University of Delaware Library, Museums and Press](http://library.udel.edu/) is committed to student success, scholarly research and inclusive excellence. The Library is strongly committed to fostering diversity within our community. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion, and will assist us to expand our capacity for diversity in the broadest sense. The Library collaborates with strategic campus partners to achieve these priorities, as well as with national professional organizations including the Association of Research Libraries, Center for Research Libraries, Coalition for Networked Information, Council on Library and Information Resources, Digital Library Federation, Greater Western Library Alliance, OCLC Research Partnership, SPARC, HathiTrust, the National Digital Stewardship Alliance, the National Network of Libraries of Medicine (NN/LM) and the ACRL Diversity Alliance. More information about the Library is available at [library.udel.edu](http://library.udel.edu/).

The Acquisitions Department is comprised of an 8-member team that facilitates the acquisition of materials in all formats, including monograph, serial, e-books, databases, video, multimedia and ephemera. Faculty, staff, students and other scholars depend on the accurate and timely access to research materials in many languages that are acquired by the team. The acquisitions team takes pride in supporting the University community with rapid delivery and prompt payment of Library resource materials, sleuthing out sources for rare and difficult to obtain items, and accurate searching and verification of bibliographic records.

**Work Hours:** Flexible schedule starting as early as 7am Monday-Friday may be possible.

**To Apply:** Include cover letter and resume, along with the names and contact information of three employment references, following University of Delaware application instructions at [http://www.udel.edu/udjobs/](http://www.udel.edu/udjobs/)

**Equal Opportunity Employer:** The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities and Veterans. The University’s Notice of Non-Discrimination can be found at: [www.udel.edu/home/legal-notices/](http://www.udel.edu/home/legal-notices/)

*Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.*