LIBRARY ACQUISITION SPECIALIST (Atlanta Campus)

Position and Responsibilities:

Ranked as the #4 Most Innovative University by U.S. News and World Report, Georgia State University has one of the fastest growing research profiles in the country and a proven commitment to the success of students from all backgrounds. The University Library is the center of Georgia State’s campus, both literally and figuratively with five Perimeter College Service Centers. We provide support for campus teaching, learning and research as well as a social space for the university community. The University Library supports the University’s goal to become a leading public research university by providing resources and services for teaching, learning and research, which enable discovery and the use of information and the creation of knowledge. The University Library will provide leadership to the University community in acquiring, facilitating, managing and curating scholarly information and will offer new and emerging technologies to support faculty and student research, teaching and learning.

Environment:

The University Library, Atlanta Campus, provides one of the most attractive, open, and inviting educational facilities in the Southeast. With over 1.3 million visitors in the past year, the Library is an integral part of the University community. The Library is engaged with the campus community, offering a modern, inviting, and centralized facility supporting both teaching and research with extensive collections and outstanding assistance. Its signature Link, a multilevel glass structure that overlooks downtown Atlanta, connects the Library’s two prominent buildings. CURVE (curve.gsu.edu), located in Library South, brings together students and expert researchers from all disciplines in a shared, hands-on, interactive space featuring cutting-edge hardware and software for data visualization and analysis. For additional information about the Georgia State University Library, visit library.gsu.edu.

Position Responsibilities:

The University Library is seeking to hire a Library Acquisition Specialist on a part-time basis (.50 FTE). The scope of responsibility will include these essential duties but is not limited to the following:

- Using internal accounting procedures: Voyager/Alma and Spectrum - working with the department head, Electronic and Continuing Resources Unit and the University Disbursements Office - maintains all accounting records related to Acquisitions. Tracks the funds for the library's books, serials, binding and special projects budgets. Resolves discrepancies, encumbers funds and prepares purchasing requisitions. Oversees the claiming and canceling of orders; solves special problems associated with publishers and vendors regarding claims and cancellations, shipments, billings and statements. Prepares financial reports as required.

- Performs data clean up on catalog records manually or by running batch processes in Alma.
• Coordinates invoices for payment weekly; arranges special payment methods as necessary; advises Technical staff regarding problems in billing and processing of shipments; serves as a liaison with administrative units (Tech Services, Collections & Business Services); coordinates and establishes receipts and payment procedures involving Alma acquisitions modules; and advises department on proper financial procedures.

Qualifications:

**Required**
High school diploma and three years of related experience; or a combination of education and related experience.

**Preferred**
- Some college, or associates degree
- Knowledge of current bookkeeping/accounting procedures
- Experience in acquisition of library materials or equivalent
- Strong organizational skills and attention to the details
- A self-starter, quick learner
- Able to multi-task

**Applicants:**

Applicants may apply by visiting employment.gsu.edu. To be fully considered for this position all candidates at the time of submission must provide the following documents:

- A complete and accurate GSU application
- Resume
- Cover Letter

All offers of employment at Georgia State University are contingent upon clear results of a thorough background check.

*Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.*