**POSITION:** Acquisitions Librarian

**DIVISION:** Academic Affairs

**DEPARTMENT:** Learning Resources Center (Library)

**WORK SCHEDULE:**  8:30 a.m. - 5:00 p.m., a rotating weekend schedule; 12 month; non-tenure track position

**SALARY:** Commensurate with experience

**REPORT TO:** Library Director

**ESSENTIAL FUNCTIONS:**

The Acquisitions Librarian will be responsible for a wide range of activities related to the acquisition of materials in a variety of formats. The selectee coordinates the selection and acquisition of library resources with librarians and faculty across academic disciplines. The selectee ensures that varied formats of resources are acquired and that inclusions adequately support the College’s curriculum. Responsibilities: coordinates daily operations related to ordering, receiving, and claiming materials; monitors expenditures, payments, and order status; develops, maintains, and evaluates vendor and publisher relationships as it relates to acquiring resources for collections; prepares and submits requisitions, statistical, or other related reports relative to acquisition expenditures; evaluates and processes gift materials; manages and maintains acquisition procedural manual; works in concert with the Catalog Librarian; supervises library assistants and work-study students; assists at the information reference/circulation desk as needed; enforces library policies and regulations; participates in and contributes to appointed College and assigned library committees; and attends local, state and national related professional meetings.

**QUALIFICATIONS:**

(REQUIRED):

* Master's degree in Library & Information Science from an ALA accredited program
* Minimum of one year of acquisitions experience or any equivalent combination of experience/training which provides the required knowledge, skills, and abilities
* Ability to establish and maintain collegial working relationships with librarians, faculty, library vendors, and other employees
* Familiarity with an integrated library system and general office software
* Ability to effectively organize, coordinate, and manage daily acquisition operations
* Evidence of individual initiative, flexibility, and analytical skills to resolve acquisition problems and make recommendations for their solution
* Knowledge of current standards, trends, and emerging technologies in acquisition services
* Ability to communicate clearly and effectively both verbally and in writing
* SLED background check is required

(DESIRED):

* Demonstrated experience in acquisition procedures and processes
* Knowledge of book trade & library vendors
* Experience with an integrated library system, preferably Innovative Interfaces Inc.
* Experience with collection development in an academic library

**HOW TO APPLY:** All qualified applicants should submit a completed Benedict College application, three reference letters, official sealed college transcript(s) and resume to:

Office of Human Resources  
Attention: Learning Resources Center (Library)   
Benedict College  
1600 Harden Street  
Columbia, SC 29204

Review of applications will begin June 17, 2011, but position will remain open until filled.

No phone calls to the department please.