LIBRARY ASSISTANT II: ORDERING & RECEIVING ASSISTANT

The University Libraries at Texas State University seek a *Library Assistant II: Monographic Ordering and Receiving Assistant*. Reporting to the Library Assistant IV: Head Acquisitions Assistant in the Monographic Acquisitions Unit, the Library Assistant II orders library materials for assigned funds, receives and invoices library materials ordered by other library assistants, and follows up on problem orders with vendors.

**RESPONSIBILITIES:** Processes requests and places orders for books and other non-serial library materials in all formats. Creates and edits order records, selects vendor and places orders, follows up on orders not received in a timely manner. Receives new books and other non-serial library materials in the integrated library system, processes invoices for newly received materials, claims outstanding orders, processes cancellations, and returns duplicate/defective materials to vendors. Works with Cataloging as needed.

**QUALIFICATIONS:**

**Required:**

Knowledge of:
- purchasing procedures, preferably for a government entity
- credit card order and billing procedures, preferably for a government entity
- invoicing processes

Ability to:
- Use computer software applications such as Microsoft Office
- Search effectively for information online and in databases
- Select best vendor to purchase needed items
- Select and creates records in integrated library system
- Process high volume of invoices accurately and rapidly
- Read and interpret instructions and data correctly
- Work as an effective team member
- Prioritize workload in accordance with supervisor and team expectations
- Maintain files online and in paper

**Preferred:**

Knowledge of:
- publishing markets
- MARC bibliographic records

**SALARY AND BENEFITS:** $1,972 - $2,750 monthly, commensurate with qualifications and experience. Benefits include monthly contribution to health insurance/benefits package and retirement program. No state or local income tax.
BACKGROUND CHECK: Employment with Texas State University is contingent upon the outcome of a criminal history background check.

Texas State's 38,231 students choose from 98 bachelor’s, 91 master’s and 14 doctoral degree programs offered by the following colleges: Applied Arts, McCoy College of Business Administration, Education, Fine Arts and Communication, Health Professions, Liberal Arts, Science and Engineering, University College and The Graduate College. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

Application information:

Apply online at http://jobs.hr.txstate.edu

Texas State University is an Equal Opportunity Employer. Texas State, a member of the Texas State University System, is committed to increasing the number of women and minorities in administrative and professional positions.