Library Assistant II: Continuing Resources Acquisitions Assistant

The University Libraries at Texas State University seek a **Library Assistant II: Continuing Resources Acquisitions Assistant**. Reporting to the Library Assistant IV: Head Acquisitions Assistant in the Continuing Resources Unit, the Library Assistant II has the primary responsibility for receipt and payment for most serials (both print and electronic) acquired by the University Libraries, with special focus on coordinating with the vendors, jobbers, and Administrative Services' finance team on renewals and non-renewals.

**RESPONSIBILITIES:** Accurately encumber purchase orders made up of individual order records in the integrated library system for assigned vendors. Review invoices for accuracy, enter accurate invoices into the integrated library system, and forward to Administrative Services for processing. Identify and resolve common serials problems. Manage standing orders and special materials orders. Attend unit, department, library, university, and professional development meetings and events to meet Libraries’ goals, increase knowledge, prepare for work-related enhancements, and become familiar with research landscape. Complete special projects as assigned. May assist in any area of Acquisitions during staff shortages.

**QUALIFICATIONS:**

**Required:**

- Ability to
  - understand moderately complex library publication information
  - understand university financial & business practice
  - search, review, analyze & organize title/resource information for purchase/renewal/library processing
  - manipulate computer and library software programs such as an integrated library system (ILS), Excel, Word, etc.
  - understand moderately complex oral and written job instructions, policies and procedures
  - work as a team member and interact politely and effectively with co-workers and business contacts
  - recognize and communicate with vendors to resolve issues and errors, including invoice errors
  - adapt to change within the organization in regards to personnel, work space, procedures and policies
  - maintain work effectiveness in multiple task environment with moderate time pressure, continuous interruptions and noise, and fiscal year deadlines

**Preferred:**

- ability to concentrate and attend to detailed work for long periods of time
- experience with Word, Excel, Outlook, integrated library system
- familiarity with libraries and/or education environment
- understanding of basic business mathematics to monitor orders, invoices, and fund balances
**SALARY AND BENEFITS:** $1,972- $3,084 monthly. 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. This includes transfers and promotions from within.

Texas State’s 38,694 students choose from 97 bachelor’s, 92 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](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.