PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Acquisitions Support Staff *

*Part-Time/Non-Benefited. Maximum 19 hours per week

DEPARTMENT: Walsh Library

CAMPUS: Rose Hill

POSITION SUMMARY:
Reporting to the Head of Acquisitions, this position supports the mission of the University Libraries, helping to build the library collection by ordering and receiving new print and electronic books, evaluating offers of gift books, and related tasks.

ESSENTIAL FUNCTIONS:
• Searches book orders in library catalog.
• Searches OCLC for bibliographic records to export into library’s local system.
• Assigns campus location codes to hard copy book catalog records.
• Prepares materials for processing in Cataloging.
• Creates purchase orders to domestic and foreign vendors in the library system.
• Creates invoices in the library system.
• Searches eBook requests for availability according to established license agreements with vendors.
• Evaluates hard copy book donations according to established library procedures.
• Identifies duplication and circulation statistics among the three campus libraries.
• Maintains and reports statistics.

REQUIRED QUALIFICATIONS:
• B.A. or B.S.
• Academic library experience.
• Working knowledge of OCLC and some experience working with an integrated library system, such as Sirsi, Alma, or other.
• Detail
• Excellent communication skills.
• Capable of lifting cartons of books (5 to 10 pounds)

SALARY:
Minimum Starting Salary: $15.00/Hour
Maximum Starting Salary: $15.00/Hour

Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

Flexible days and hours
Monday- Friday from 8:30am-5:00pm

SEND CV AND COVER LETTER TO:
Elizabeth Garity, Head of Acquisitions, garity@fordham.edu

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