Acquisitions Assistant

Department: Rose Library Operations, Robert W. Woodruff Library

Salary: Commensurate with qualifications and experience

Position Availability: Immediately

Job Description

12-MONTH TERM ASSIGNMENT, PART-TIME WITH BENEFITS

Reporting to the Accessioning and Collections Manager, the Acquisitions Assistant has primary responsibility for the receipt and logging of all incoming special collections material acquired by the Rose Library, with special focus on coordinating with donors, curators, archivists, vendors, and the Rose administration to track collections and to document and track payments and deeds of sale or gift. The person in this position is responsible for coordinating the paperwork associated with purchases and gifts, working closely with vendors, curators, and the LITS finance team to execute payment efficiently. The incumbent also manages the receipt and logging of rare books and printed materials. Serves as primary point of contact for donors and vendors concerning documentation and payment.

Key Responsibilities & Duties

Collections Receiving

• Has primary responsibility for the receipt and logging of all incoming special collections material acquired by the Rose Library
• Coordinates with donors, curators, archivists, and the Rose administration to track collections and to document and track deeds of gift
• Communicates internally about new acquisitions and routes material as appropriate
• Communicates externally with donors to coordinate paperwork
• Maintains and updates key acquisitions templates and records, including Deeds of Sale/Gift, Gift In Kind forms, invoices, shipping instructions, and internal routing forms, etc.

Payment Processing

• Has primary responsibility for processing routine payments in Alma
• Manages paperwork for purchases, including deeds of sale, on Box and uses this tool to communicate with curators to solicit internal paperwork
• Communicates internally with LITS Finance and Accounts Payable to process non-routine payments and follow up on payment questions
• Communicates externally with vendors regarding vendor set up and invoicing questions
• Follows up on payment questions through brief research in university finance systems, including Compass and Emory Express

Physical Transfer of Collections

• Coordinates shipping to transfer collections from originating location to the Rose or LSC
• Coordinates with third-party moving companies to transfer collections from originating location to the Rose or LSC.

University Job Description
Performs complex resources management operations (e.g. acquisitions, serials or preparing materials for binding), using specialized knowledge of the book trade, online databases, microcomputer applications, complex reference tools, and/or foreign languages.

Minimum Required Qualifications
Bachelor's degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training. Requires one or more of the following: computer skills, special skills or a proficiency in a foreign language.

Library Preferred Qualifications

• Previous experience using finance and accounting software, such as Compass.
• Experience working in libraries, particularly in the field of special collections, including an understanding of library systems and procedures, and with proper techniques for handling rare books and special collections material

Application Procedures
Interested candidates should review the applications requirements and apply online at https://staff-emory.icims.com/jobs/20695/acquisitions-assistant/job

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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