Acquisition Assistant

Wofford College invites applications for an acquisition assistant. Reporting to and working directly for the director of technical services, the acquisition assistant’s primary responsibilities are the accurate and timely purchase and receipt of library materials and equipment, and the maintenance and monitoring of library materials bookkeeping.

The acquisitions assistant is a non-exempt position located in the Sandor Teszler Library, budgeted at minimally 40 hours per week. The normal work schedule is eight hours per day, five days per week. Most of the work performed is done with minimal supervision.

RESPONSIBILITIES:

90% General Duties

• Search for titles in vendor platforms or publisher websites to determine availability and price for timely and fiscally responsible acquisitions.
• Research integrated library system to identify network or community records to use for order record. Search OCLC catalog and upload catalog record for items not in integrated library system for purposes of acquisition record.
• Create and edit order records with accurate codes indicating the date of receipt, price and any special handling instructions. Code items ordered to appropriate budget categories in integrated library system.
• Track and resolve purchase requests in a timely manner. Keep records of patron requests, items which have not arrived and items unavailable for purchase. Conduct periodic reviews of lists.
• Review invoices, verify exact title and activate resources in integrated library system.
• Track, review and process invoices for the purchase and subscription of library resources. Verify that items on invoices have been received and calculate price changes.
• Maintain vendor contact list in integrated library system. Correspond with vendors to resolve issues with shipments or account information.
• Maintain financial records to meet fiduciary duty for the college’s retention period policy.
• Establish yearly ledger, monitor funds and manage fiscal close in integrated library system.
• Assist with library collections budget planning, forecasting and review of expenditures. Prepare financial reports with statistical analysis.
• Assist with day-to-day projects and/or troubleshooting of acquisitions-related issues.
• Effectively communicate with colleagues to resolve questions or problems regarding material orders, records and related issues.
• Provide back-up for other acquisitions staff in their absence.

10% Other Duties as Assigned

• Participate in and support library and team-wide initiatives and assist in developing and achieving established goals.
• Attend staff meetings, participate in seminars and training as needed in keeping current with library trends.
• Other duties as assigned.
QUALIFICATIONS:
- Ability to work independently under general supervision.
- Excellent problem solving and communication skills.
- Thorough knowledge of bookkeeping, financial record keeping rules and procedures, and current budget systems.
- Ability to use standard office hardware (i.e. computer, multifunction printer) and software (Microsoft Office, Excel, Outlook).
- Demonstrable skills including the creation and use of spreadsheets and the ability to compute percentages and create formulas.
- Accuracy and attention to detail.
- Ability to prioritize work and use good time management.
- Associate degree in accounting or bachelor’s degree.
- Minimally two years of bookkeeping or financial accounting experience.

PREFERRED QUALIFICATIONS:
- Preference will be provided for candidates with two years of direct library AR/AP experience.

APPLICATION:
Application materials must be submitted electronically to LibraryAssist@wofford.edu with the subject line “Acquisition Assistant.” Application materials include: (1) a letter of interest explaining how the candidate qualifies for the position, (2) a current resume or curriculum vitae and (3) a list of three references, including contact information.

For assured consideration, application materials must be received no later than midnight on Nov. 21, 2021.

ABOUT WOFFORD COLLEGE:
Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 19 NCAA Division I athletics teams.

ABOUT SPARTANBURG:
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartanburginc.org.

EEO STATEMENT:
Wofford College values diversity within our students, faculty and staff and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin,
disability, veteran status or any other legally protected status in accordance with applicable federal, state and local laws. For information about Wofford’s Title IX compliance, visit wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.