



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.

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/or local laws.

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.

A background check will be conducted for finalist candidates. Employment is contingent upon completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.

TITLE IX COMPLIANCE:

Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment and retaliation. In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of sex.

Inquiries related to the application of Title IX at Wofford College can be made as follows:

Wofford College

Matthew Hammett

Director for Civil Rights, Title IX Compliance and Student Risk Assessment

Title IX Coordinator

429 North Church Street

Snyder House

Spartanburg, SC 29303

864-597-4048

hammettmk@wofford.edu

External Inquiry

Office for Civil Rights (OCR)

U.S. Department of Education

400 Maryland Avenue SW

Washington, D.C. 20202-1100

800-421-3481

OCR@ed.gov

<https://www.ed.gov/ocr>

DISCRIMINATION, HARASSMENT AND TITLE IX REPORTING:

Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford's Title IX coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources, and accessing support with academics, housing and/or employment.

Individuals may also submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the college's ability to address reports.

All reports will be reviewed and addressed using Wofford's Nondiscrimination and Anti-Harassment Policy and Procedures.