

Library Assistant-Collection Development/Acquisitions
Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149837>

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Posted Nov. 18, 2020, expired Mar. 20, 2021

Job Title	Library Assistant-Collection Development/Acquisitions
Department	
Institution	Tuskegee University Tuskegee, Alabama
Date Posted	Nov. 18, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library
Job Website	https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/library-assistant-collection-developmentacquisitions

Apply By Email

Job Description

Special Qualifications

In keeping with the President's commitment to Tuskegee University demonstrating "Excellence in Every Way", the ideal Library Assistant-Collection Development/Acquisitions will possess the willingness to use his or her expertise to assist in the university's efforts to be a sustainable academic organization committed to excellence.

Essential Duties and Job Responsibilities

Assist with the organization and administration of the daily operations of the Library
Performs the acquisition process of ordering library books, periodicals, and electronic resources.

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Performs quality control for processing receipts of library material, communicates problems related to shipments, billings, and returns to vendors
Prepares invoices and receipts for payment and forwards to the appropriate office.
Prepare newly received library materials document for distribution
Effectively communicates with vendors and maintains vendor related documents
Assist library users regarding the location of and questions about library materials, automated library catalog, electronic resources, and interpretation of the bibliographic record
Provide instruction in the use of print and electronic resources
Provides assistance with interlibrary loan and document delivery
Assist with keeping essential records and statistics
Supervises work-study students
Provide assistance in the use of library computers
Assist with charges and discharges of library materials at circulation/reserve desk
Provide standard information on Library policies and procedures
Assist with the daily operation of the Copy Center
Help maintain the physical appearance and ease of use of the Library
Work effectively with faculty, staff, and students
Work assigned weeknights and weekends
Perform other related duties as assigned

Qualifications

Associate's degree or Bachelor's degree
Excellent organizational and interpersonal skills, accuracy, and attention to detail
Self-motivated and ability to work independently in a team environment
Ability to follow instructions and perform tasks as directed
Ability to effectively communicate, interact, and work in a team-based environment
Supervisory ability
Good computer skills and knowledge of computer software programs and automated library system
Library experience desired

Salary

Commensurate with education, training, and experience

**The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. **



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APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, three (3) letters of reference (with detailed contact information) and copies of official transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Tuskegee University

Attn: OHR Employment/Recruitment

1200 West Montgomery Road

101 Kresge Center

Tuskegee, Alabama 36088

Email Address: employment@tuskegee.edu | Fax: 334.724.4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact