

Annex Assistant, University Libraries
University at Buffalo, The State University of New York

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Posted Jul. 15, 2024, set to expire Nov. 14, 2024

Job Title	Annex Assistant, University Libraries
Department	Delivery Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
Job Website	https://www.ubjobs.buffalo.edu/postings/51570
Apply By Email	
Job Description	

Position Summary

The University at Buffalo Libraries are seeking an **Annex Assistant** to support daily operations within the [Libraries Annex](#) (high-density off-site library) and maintain the collection of over 1.3 million items. Plans are currently underway to renovate Lockwood Library and central to this comprehensive initiative is the meticulous evaluation of existing holdings and the intricate process of relocating a significant portion of Lockwood's print collection to the Libraries Annex. Under the direction of the Annex Automation & Operations Manager, the Libraries Annex Assistant will play a crucial role in ensuring the careful removal of outdated or redundant materials from the current inventory while taking responsibility for preserving accurate bibliographic control of the materials and facilitating access to essential materials for UB's faculty, staff, and students.

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Primary duties will include:

- Coordinating the accession of materials to the Annex collection from campus libraries using the Caiasoft inventory system, ExLibris' Alma system (the Libraries integrated library system) and any other software necessary to maintain an accurate inventory.
- Coordinating the removal of materials from the Annex collection using the Caiasoft inventory system and other applications as required to maintain an accurate inventory.
- Providing stringent data-checking and verification at all levels of collection management using defined measures in order to uphold the primary objective of “zero product loss” within the Annex inventory.
- Operating a high-lift order picker (forklift) to retrieve and shelve items in the collection; this can occur at elevations up to and including 32 feet.
- Accurately fulfilling Delivery+ requests for materials in the Libraries Annex collection ensuring transactions are processed accurately and in accordance with established service standards using various software and resource sharing systems.
- Reformatting print journal articles to electronic format for delivery.
- Managing the circulation of items held in the Annex collection or borrowed from other institutions.
- Hiring, training, scheduling and supervising student assistants who assist in processing materials in the Libraries Annex collection.
- Serving University at Buffalo and community patrons via phone, email, or in-person with the use of library materials, services and policies.

The University Libraries is a welcoming multicultural environment that serves an increasingly diverse constituency of patrons. Our employees, services, collections, and policies honor and reflect this diversity and we invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

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The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- An associate degree with two years of library experience or a bachelor's degree. A combination of education and experience may be considered in lieu of the education requirement.
- Technological proficiency, including the ability to learn and adapt to new software, systems and technology.
- Ability to be successful working in an environment that requires a strong attention to detail, a high degree of accuracy and exceptional organizational skills.
- Analytical skills and the ability to solve problems by finding solutions that are guided by existing guidelines, policies, and procedures.
- Ability to work independently and manage priorities without day-to-day supervision.
- Commitment to diversity, equity, and inclusion with the ability to support and enhance a diverse learning and working environment.

Preferred Qualifications

- Current knowledge of print library resources in both monographic and serial formats.
- Advanced experience with bibliographic concepts and library organization.
- Familiarity with inventory control computer systems.
- Experience working in an off-site library facility.

Contact Information

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

Contact



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