

**Annex Assistant
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=256717>

Downloaded On: May. 9, 2025 5:48pm

Posted May 7, 2025, set to expire Jun. 4, 2025

Job Title Annex Assistant
Department University Libraries
Institution University at Buffalo
Buffalo, New York

Date Posted May 7, 2025

Application Deadline 06/04/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Library

Apply Online Here <https://apptrkr.com/6209605>

Apply By Email

Job Description

Image not found or type unknown



Annex Assistant, University Libraries

Position Information

Position Title: Annex Assistant, University Libraries
Department: Discovery & Delivery Services
Posting Link: <https://www.ubjobs.buffalo.edu/postings/57047>
Job Type: Full-Time

Posting Detail Information

Annex Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256717>

Downloaded On: May. 9, 2025 5:48pm

Posted May 7, 2025, set to expire Jun. 4, 2025

Position Summary

The [University at Buffalo \(UB\) Libraries](#) is 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 Lockwoods 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& Operations Manager, the Libraries Annex Assistant will play a crucial role in ensuring the careful removal of outdated or redundant materials from the current inventory while taking responsibility for preserving accurate bibliographic control of the materials and facilitating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 UBs faculty, staff, and students.

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

Annex Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256717>

Downloaded On: May. 9, 2025 5:48pm

Posted May 7, 2025, set to expire Jun. 4, 2025

diversity, and we invite individuals whose perspectives and experiences will enrich and strengthen our organization to apply.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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 three years of relevant library experience or a bachelors degree with one year of relevant library experience. Relevant experience may include work in access services, interlibrary loan or high-density library inventory/storage. 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.

Physical Demands

**Annex Assistant
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=256717>

Downloaded On: May. 9, 2025 5:48pm

Posted May 7, 2025, set to expire Jun. 4, 2025

Salary Range

\$49,261

Special Instructions Summary

- Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.
- In your cover letter, please highlight the most relevant qualifications you would bring to this position based on the posting, and tell us how your background, perspective, and experience will help us fulfill our mission and meet our goals.
- All candidates who are contacted by the search committee should be prepared to discuss how they see themselves contributing to the University's equity, diversity, and inclusion efforts.

Is a background check required for this posting?

No

Contact Information

Contact's Name: Jesse Meyer

Contact's Pronouns: he/him/his

Contact's Title: Libraries HR Officer

Contact's Email: ublibjob@buffalo.edu

Contact's Phone: 716-645-1318

Posting Dates

Posted: 05/06/2025

Deadline for Applicants:

Date to be filled:

Annex Assistant
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256717>

Downloaded On: May. 9, 2025 5:48pm

Posted May 7, 2025, set to expire Jun. 4, 2025

jeid-e5c44fd2eff78b4fbefc76954e6d5237

Contact Information

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

Contact

N/A

University at Buffalo

,