Employment Opportunity
University at Buffalo Libraries
Acquisitions Associate
(Instructional Support Associate, SL-2)

The University at Buffalo Libraries seek a service-oriented, detail-driven Acquisitions Associate (Instructional Support Associate) to join a team of dedicated professionals who work to provide library users with the resources they need for research, learning and teaching. Working in the highly automated Discovery Services unit, the Acquisitions Associate is responsible for ordering, claiming, and selected receiving of print, electronic and streaming formats of material for disciplines served by the University Libraries, including but not limited to Arts, Sciences & Humanities, Architecture & Planning, Special Collections, Health Sciences and Music, and the Charles B. Sears Law Library. There will be many opportunities to collaborate and consult with fellow Discovery Services team members to help make operations more effective and responsive to the needs of library users.

As the Acquisitions Associate, your key responsibilities will include, but are not limited to:

- Ordering print, electronic and streaming formats of material for the University Libraries’ collections.
- Working within publisher ordering systems and placing orders between Alma LSP and the vendor systems.
- Determine preferred vendors for material (state contract or not) via University Procurement and Library Finance Department guidelines.
- Coordinating with library selectors, cataloging, electronic resources and finance departments to ensure acquisitions activities are progressing as desired.
- Managing and ordering new serial subscriptions and memberships and standing orders.
- Reconciling monthly credit card statements for accuracy; submitting statements and invoices to Finance for payment.
- Monitoring listservs, ExLibris and SUNY announcements, and attending training sessions.
- May perform work in other Discovery areas of Electronic Resources, Cataloging or Mailroom as opportunities become available or as operational needs require.

Minimum Qualifications:

- Minimum of an associate’s degree with three years of library acquisitions services experience or a bachelor’s degree from an accredited college or university.
- Experience working in an integrated library system or library services platform.
- Knowledge of online vendor ordering systems.
- Demonstrated technological proficiency, including the ability to understand new technology, adapt to using different systems, platforms and processes, and a commitment to learning new skills as needed.
- Ability to communicate effectively with a wide range of constituents, both orally and in written form, while providing a consistently high level of customer service.
- Demonstrated commitment to diversity, equity, and inclusion with the ability to support and enhance a diverse learning and working environment.
- Ability to be successful working in an environment that requires a strong attention to detail, a high degree of accuracy and good judgment.
- Exceptional organizational and time management skills with the ability to prioritize the workload and manage competing priorities.
• Ability to work successfully both independently and within a team setting.

Preferred Qualifications:
• A least one year of acquisitions experience specifically related to firm ordering of print and electronic material, standing orders, serial ordering, blankets and memberships.
• Experience using Demand Driven Acquisitions (DDA), Patron-Driven Acquisitions (PDA), Evidence-based Acquisitions (EBA) and/or Purchase On Demand (POD).
• Experience using order APIs.
• Experience using OCLC Connexion client or Connexion browser.
• Experience using OASIS and/or Gobi platforms.
• Experience with the activation and maintenance of eBooks and packages.
• Experience in a higher education setting working with faculty, staff, and students.
• Familiarity with procurement policies and procedures.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The library serves an increasingly diverse constituency of patrons, and our employees, services, collections, and policies should honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

To Apply:

To be considered for this position, applicants must apply via the UB Jobs site. At the time of hire, applicants must be authorized to work in the United States on a full-time basis for a period of at least two years. 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.

The deadline for applications is April 20, 2022. We anticipate filling this position by June 2022. References will be contacted with advance notice.

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. Visit our benefits website to learn about our benefit packages.

The University at Buffalo is SUNY’s most comprehensive public research university and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the University at Buffalo.

The University Libraries, SUNY’s largest academic research library, offer an outstanding array of information resources, technologies, services, and people to support academic achievement. The Libraries play a vital role in the academic success of our students, the teaching and research of our
faculty, and the intellectual pursuits of our alumni and community members. Our broad selection of
digital and print resources, innovative services, and expert staff support scholarly and creative
achievements in new and exciting ways.

The University at Buffalo is an equal opportunity, affirmative action employer, and is committed to
providing employment opportunities to minorities, women, veterans, disabled individuals, and other
protected groups in order to build a culturally diverse and pluralistic University community.