

Employment Opportunity
University at Buffalo Libraries
Acquisitions Associate (Professional Position)

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:

- 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 two years of library acquisitions services experience or a bachelor's degree from an accredited college or university;
- Demonstrated commitment to diversity, equity, and inclusion with the ability to support and enhance a diverse learning and working environment;
- Knowledge of online vendor ordering systems;
- Demonstrated ability to understand new technology and adapt to using different systems, platforms and processes;
- Experience working in an integrated library system or library services platform;
- Ability to communicate effectively with a wide range of constituents, both orally and in written form;
- Ability to work with a close attention to detail and high degree of accuracy;
- Strong organizational and time management skills with the ability to prioritize the workload and

- manage competing priorities;
- Ability to work independently, function effectively within a team setting, and exhibit good judgment;
- Experience providing a high-level of customer service to constituents;
- Demonstrated ability and commitment to learn new skills as needed.

Preferred Qualifications:

- At least one year of acquisitions experience with 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;
- Experience with procurement policies and procedures.

Physical Demands:

- Must be able to bend, lift, and carry library materials up to 25 lbs. and move standard library trucks containing varying amounts of library materials;
- Must be able to stand or sit for long periods of time;
- Must have a tolerance for exposure to book dust.

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.

To Apply:

To be considered for this position, applicants must apply via the UBJobs Web 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. Your cover letter should address your qualifications as they pertain to the minimum number of years of experience and type of relevant work experience listed in the minimum qualifications of the position. We are currently reviewing applications and anticipate filling this position by **July 2021**. References will be contacted with advance notice.

The University at Buffalo

A flagship institution in the State University of New York system and a member of the Association of American Universities, UB is the largest and most comprehensive campus in the 64-campus SUNY system. UB offers more than 400 academic programs – the largest menu of academic choices in New York State. UB provides students access to a rich variety of multicultural experiences and environments, both on campus and through our 80-plus study abroad programs. Our environmental programs, research centers, and institutes address local and global challenges and work to create a better tomorrow through sustainability. UB is among the top 10 colleges in the country for renewable energy use and in 2019, ranked No. 3 in climate action among 250 institutions worldwide. Our research, creative activity, and

people positively impact the world.

Land acknowledgement: The University at Buffalo operates on the territory of the Seneca Nation, a member of the Haudenosaunee/Six Nations Confederacy. This territory is covered by The Dish with One Spoon Treaty of Peace and Friendship, a pledge to peaceably share and care for the resources around the Great Lakes. It is also covered by the 1794 Treaty of Canandaigua, between the United States Government and the Six Nations Confederacy, which further affirmed Haudenosaunee land rights and sovereignty in the State of New York. Today, this region is still the home to the Haudenosaunee people, and we are grateful for the opportunity to live, work, and share ideas in this territory.

The University Libraries

As the largest academic research library in the SUNY system, the University Libraries 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 Buffalo Niagara Region

The Buffalo Niagara region is a major metropolitan area with diverse communities and outstanding assets. Listed in U.S. News & World Report's *25 Best Affordable Places to Live in the U.S. in 2019*, Buffalo is on the rise and UB is proud to play an active part in its resurgence. Buffalo offers the amenities of a major urban area without the headaches. Friendly folks, quick commutes, charming neighborhoods and a low cost of living are among the benefits of life in the region. Three international bridges connect the Buffalo Niagara region to Canada. Travel to the cosmopolitan city of Toronto is only 90 minutes by car. By air, we are less than an hour to New York City, Philadelphia and Washington, D.C.