

Employment Opportunity
University at Buffalo Libraries
Collections Maintenance Supervisor
(Instructional Support Associate, SL-2)

The University at Buffalo Libraries seek a highly collaborative and detail-oriented Collections Maintenance Supervisor (Instructional Support Associate) to manage the physical collections in Abbott, Lockwood, and the Music libraries. In consultation with library faculty and staff, the Collections Maintenance Supervisor will manage the relocation and deselection of large quantities of materials, including resolving space problems and needs, assessing options and recommending solutions, coordinating each phase of the physical move or withdrawal of materials, and managing the item records in Alma, the libraries services platform. The incumbent must be comfortable using technology and their analytical skills to maintain space that sufficiently accommodates incoming materials while keeping current collections organized and easily accessible.

As the Collections Maintenance Supervisor, your key responsibilities will include:

- Managing the day-to-day operation of the stacks for Abbott, Lockwood, and the Music libraries, including the training, scheduling, and supervision of a large crew of student assistants;
- Coordinating the retrieval and processing of items being deaccessioned or moved within the libraries;
- Creating and implementing quality control measures to ensure the proper materials are withdrawn or moved;
- Updating item records of moved or withdrawn items in Alma, the libraries services platform;
- Working closely with the Libraries Collections and Discovery teams, overseeing all de-duplication, de-accessioning, and “last copy” projects;
- Working to promote a positive team environment which supports effective and responsive user services.

Minimum Qualifications:

- An associate’s degree with two years of experience in a library, archives, or museum setting handling collections of print materials or a bachelor’s degree from an accredited college or university;
- Familiarity with proper shelving, handling, and storage of books and multimedia materials in professional setting;
- Experience coordinating or managing the work activities of others including routine duties and project work;
- Demonstrated success providing high-level customer service that enhances the customer experience;
- Demonstrated awareness of the challenges and opportunities for justice, diversity, inclusion, equity and access in staffing, services, collections, and physical spaces within the Libraries, the university, and in higher education;
- Demonstrated commitment to advancing justice, diversity, inclusion, and equity in organizations;
- Proficiency using Microsoft Office Excel and/or Access to collect data and produce useful reports;
- Experience working in an integrated library system or library services platform;

- Ability to successfully learn new computer applications;
- Strong organizational skills including the ability to develop specific goals and plans to prioritize and accomplish daily tasks and large projects;
- Proven analytical and problem-solving skills; demonstrated ingenuity and confidence to find solutions to problems within existing guidelines and policies;
- Ability to communicate effectively with a wide range of constituents, both orally and in written form;
- Excellent interpersonal and customer service skills; must be able to always remain professional and courteous.

Preferred Qualifications:

- Experience using Alma integrated library management system and ILLiad, the interlibrary loan system;
- Three to five years directly related experience in an academic library.

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.

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.

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 December 29, 2021. We anticipate filling this position by February 2022. References will be contacted with advance notice.

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.

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, 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 Buffalo Niagara Region is a major metropolitan area with diverse communities and outstanding assets. 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.

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.