



EMORY  
LIBRARIES

## Emory University Libraries Human Resources

### *Staff Position Posting*

# Senior E-Resources Acquisitions Specialist

<b>Department:</b>	Electronic and Continuing Resources
<b>Salary:</b>	Commensurate with qualifications and experience
<b>Position Availability:</b>	Immediately (On-Campus); The position will offer some flexible remote working days during the workweek

### **Job Description**

Reporting to the Head of Electronic and Continuing Resources (ECR), the specialist is responsible for electronic and continuing resource maintenance processes and procedures that control the information about and access to Woodruff Library's print and electronic continuing resources collection serving patrons from all campuses. These responsibilities include timely and accurate tracking of information in applicable software programs, routine administration of a broad range of resource lifecycle activities such as ordering, activation, invoicing, renewals, cancellations, and problem solving, which ensure serials order, payment, and holdings data quality are consistent, reliable and provide effective access for the support of teaching, learning and research.

### **Job Responsibilities**

Performs complex resources management operations (e.g. acquisitions, serials or preparing materials for binding), using specialized knowledge of the book trade, online databases, microcomputer applications, complex reference tools, and/or foreign languages.

- A. Invoicing and Ordering
  1. Receives and prepares invoices for payment by reviewing for accuracy, associating invoice lines with appropriate purchase orders and forwarding to Accounting for processing.
  2. Prepares purchase orders for renewals.
  3. Confers with Accounting to resolve delayed or misdirected payments.
  4. Maintains and updates vendor contact information in the library services platform.
  5. Creates purchase orders and invoices in the Alma library services platform.
  6. Evaluates renewals for accuracy and monitors price increases from previous years.
- B. Licensing Record Management
  1. Maintains up-to-date credentials and contact information for outside vendors and administrative sites.
  2. Ensures integrity of licensing data within ALMA by enriching order and holdings data, populating contract terms, and managing and organizing physical and digital license archives.
- C. Electronic & Continuing Resources
  1. Serves as expert in library electronic resource subscription usage statistics records, applying specialized knowledge of electronic resource maintenance, collecting, and organizing collection and expenditure data for Collection Management, other ECR team members, and Emory Libraries staff within and beyond Resource Services.
  2. Performs essential tasks throughout the electronic resources' lifecycle, including cataloging, ordering, invoicing, activation, subscription maintenance, and electronic resources troubleshooting.

3. Ensures continuous access and authentication to electronic journals, databases, streaming video and other materials acquired digitally by coordinating with staff at other campus libraries and liaising with Core Systems, vendors and publishers as necessary.
4. Maintains the integrity of continuing resources data within the ALMA library service platform by analyzing, evaluating, interpreting and revising electronic resources, order, and invoice records.
5. Processes collection changes such as such as new subscriptions, title changes, ceased titles, format changes, publisher changes, and platform changes including closing orders, holdings, and removing access points from public view in Library Search and Databases@Emory using the library service platform, Alma, and Springshare LibApps.

D. Other

1. Serves as a Student Supervisor in ECR Team.
2. Responsible for recruitment, hiring, orientation, training, reviewing time and attendance, and evaluating performance of student employees.
3. Performs other job-related tasks as assigned by supervisor

**Library Required Qualifications:**

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

- Ability to build and sustain effective interpersonal relationships with library staff, faculty and students, off campus faculty and administrators, campus administrators, etc.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers and software, the Web, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

**Minimum Qualifications:**

- Bachelor's degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training.
- Requires one or more of the following: computer skills, special skills or a proficiency in a foreign language.

**Preferred Qualifications:**

- Experience in an academic or research institution library.
- Experience in supervising and managing student employees.
- Experience with serials and electronic resources management with a technical services perspective.
- Recent and relevant experience working in the technical services area of an academic or research library.

**Library Preferred Qualifications:**

- Experience in an academic or research institution library.
- Experience in supervising and managing student employees.
- Experience with serials and electronic resources management with a technical services perspective.
- Recent and relevant experience working in the technical services area of an academic or research library.

## **Application Procedures**

Interested candidates should review the applications requirements and apply online at:

<https://staff-emory.icims.com/jobs/96488/senior-e-resources-acquisitions-specialist-%28university-library%29/job>

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

## **Diversity Statement**

Emory Libraries recognize diversity, equity, and inclusion as core values integral to achieving our mission to enrich the quality of life and advance intellectual discovery by connecting people of diverse backgrounds and experiences. We champion an inclusive work environment through competency training, reassurance of personal growth, restorative communication practices, and diverse recruitment and retention. We offer exhibits, collections, programming, and research assistance that speaks to the rich needs and identities of patrons from the Emory community and beyond. We encompass opportunities that strengthen these values. We invite you to bring your true self to the library and feel welcomed when you arrive.

**Emory University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Georgia State Laws, regulations, and executive orders regarding nondiscrimination and affirmative action in its programs and activities. Emory University does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.**