



Library Acquisitions Associate (full-time)

Purpose and Function of Position

The Knott Library of St. Mary's Seminary & University, a theological library that serves a broad community, seeks a full-time acquisitions associate. The primary function of this position is to ensure efficient ordering, receipt, and payment for resources acquired for the library collection using the acquisition modules of an online library information management system.

Major Responsibilities

- Tracks acquisition, payment and invoicing for print, electronic, and other resources requested by the Library Director and faculty.
- Provides statistical, financial, and evaluative reports for the Library Director and the Finance Office.
- Communicates, negotiates, and follows up with vendors and publishers regarding all orders.
- Processes Inter Library Loan requests
- Assists with circulation and other duties as needed.

Required Qualifications

- a) The ability to communicate effectively.
- b) Work independently to identify and solve problems.
- c) Flexibility in response to changing needs and priorities.
- d) Learn and adapt to new technologies and software.
- e) The ability to work collaboratively.
- f) A bachelor's degree and experience with billing practices.
- g) Experience receiving and paying invoices, dealing with vendors, and managing financial information in a complex accounting system and Library acquisitions experience are preferred.

Salary Range

\$38,000-\$42,000

Applying

St. Mary's is in the Roland Park neighborhood of Baltimore. The position includes generous benefit and compensation package commensurate with experience. *A successful candidate must pass a pre-employment background check and drug screen and will be subject to subsequent periodic reviews.* St. Mary's Seminary & University is an equal opportunity employer.

Application Procedures: Please submit electronically a:

1. Cover letter including salary requirements,
2. Résumé
3. List of three (3) work-related references, including their contact information (title, email and/or phone number).

Submit to traszewski@stmarys.edu with position title in subject line.