ACQUISITIONS COORDINATOR
(PART-TIME)

Vision
Brandel aspires to have a dynamic collection of resources that provide access to coursebooks and allow the NPU community to engage in academic research. Brandel’s Acquisition Coordinator is responsible for the timely ordering and receiving of all physical resources for the library, copy cataloging those resources, and processing all library and archives invoices for payment by the business office. This position will work with the Library Director to carefully monitor the library budget.

Responsibilities
• Order and process items for the library’s physical collections including the book, media, and serial collections as well as supplies that support library operations
• Use the ALMA integrated library system to track expenditures on materials for the library collection
• Copy catalog incoming material for the library collection
• Work with the North Park business office to ensure all library and archive invoices are processed and paid on time
• Coordinate with the Electronic Resources & Cataloging Librarian, Public Collections Librarian, and subject liaisons to ensure that new material is being added to the library’s collection
• Work with the Library Director to manage the library’s materials budget
• Work with the Library Director to select vendors and monitor vendor performance
• Other projects as assigned

Qualifications
• Bachelor’s Degree, Graduate Degree in Library Science preferred
• Enthusiasm for academic libraries and their patrons
• Relevant experience in libraries including experience with acquiring, cataloging and processing materials in a variety of formats preferred
• Ability to master evolving technology including web development software and integrated library automation systems
• Strong commitment to serving the needs of library users and willingness to advocate for their needs
• The ability to work collaboratively with colleagues in the library
• Ability to adapt and thrive amid change
• Strong interpersonal and communication skills
• Ability to work independently with attention to detail and manage multiple tasks
• Ability to lift and move books and ability to push a full book cart
• Personal commitment to North Park’s mission of Christian higher education

Effective date: September 2021

Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.