

**INTERNAL POSTING**

**March 4, 2010**

**POSITION TITLE:** Acquisitions Technician, Library, Position 10-S035

**THE POSITION:** Under minimal supervision, orders and receives monographic library materials, manages a standing order system, and the state adopted textbook collection. Organizes, orders, and receives book, e-book, audio book, and video orders; places orders with jobbers and other vendors through online ordering systems; checks the online library catalog for requested items and verifies requested item information; manages status reports; creates and maintains a spreadsheet of fiscal year departmental allocations and overall book, video, and standing order expenditures; processes received materials; communicates with library liaisons regarding requests and orders from academic departments; assists with ongoing collection review projects; performs general office duties, including, but not limited to, typing, filing, data entry, and receiving and directing incoming telephone calls; and supervises and trains student employees.

**QUALIFICATIONS:** High degree of accuracy in detailed work; minimum of one year work experience in a library or office environment; strong written, verbal, and interpersonal skills; knowledge of computer word processing and spreadsheet software; proficient typing skills; customer service orientation with a commitment to University diversity; and the ability to perform repetitive tasks required. College degree and previous library experience and experience working with web-based applications preferred.

**ANTICIPATED  
START DATE:** March 2010.

**SALARY:** Commensurate with existing salary structure.

**APPLICATION  
DEADLINE DATE:** Review of applications will begin immediately and continue until the position is filled.

**APPLICATION  
PROCEDURE:** Submit completed Application for Staff Employment to: Office of Human Resources, SWOSU, 100 Campus Drive, Weatherford, OK 73096 or fax application material to (580) 774-7110. Application for Staff Employment is available at the Office of Human Resources, Administration Building, Room 101, or on-line at <http://www.swosu.edu/resources/forms/hr/apps/hr-staffapp-new.doc>. For additional information visit [www.swosu.edu](http://www.swosu.edu).

Southwestern Oklahoma State University is an AA/EEO employer and encourages applications from minorities and women.