



## OFFICE OF HUMAN RESOURCES

### POSITION ANNOUNCEMENT

**POSITION TITLE:** Library Associate  
**PERSONNEL STATUS:** PIN/Exempt  
**DEPARTMENT:** Library  
**OPEN DATE:** September 1, 2015  
**CLOSING DATE:** September 16, 2015

**Responsibilities:** Under general supervision, performs procurement functions of the Library, including but not limited to preparing orders for monographic materials, equipment, services, and other goods; verifies order information; identifies and corresponds with vendors, drafts preliminary specifications and obtains quotes as required; uses multiple library or University on-line and manual systems to place and track the status of orders; trains regular staff and student assistants; represents BSU Library at the USM Libraries' Serials/Acquisitions Committee; gathers and reports statistics pertaining to procurements and library holdings; monitors acquisitions expenditures; coordinates inventory processes including proper disposition and removal of monographic materials, equipment, etc. in accordance with established policies and procedures; receives and assesses potential utility of donated monographic materials for possible addition to the collections using established guidelines; prepares correspondences and reports on gifts received; assists in development of policies and procedures; works on special projects and performs other duties as assigned.

**Qualifications:** Bachelor's degree required. Minimum three (3) years experience working in a library acquisitions or technical services department. Demonstrated supervisory skills required. Ability to communicate effectively, both orally and written; ability to plan and independently perform specialized tasks; must be flexible and willing to cross train in other library departments; ability to work effectively with the general public, including, but not limited to, university students, staff, and faculty.

**SALARY: \$45,000 - \$50,000**

**Range: I**

**APPLICATION:** Interested and qualified applicants should submit two copies of a cover letter, resume/curriculum vitae, BSU Employment Application, along with a list of at least three (3) professional employment references. **Submissions without an application will not be considered.** Email or mail all documents to:

**Office of Human Resources  
Bowie State University  
14000 Jericho Park Road  
Bowie, MD 20715  
JOBS@bowiestate.edu**

**Bowie State University is an Equal Opportunity/Affirmative Action Employer**  
*Auxiliary aids and services for individuals with disabilities are available upon request. Please contact the University's EEO Officer at 301-860-3442.*

To download the BSU application, go to <http://www.bowiestate.edu/files/resources/staff-employment-application-revised-9-2014.pdf>

***In accordance with the Cleary Act of 2000, you are advised to contact the Bowie State University Campus Police Office for Disclosure of Criminal Incidents that occur on our campus.***