

Ball State University  
**Position Description**

**Department:** University Libraries

**Dept Code:** 12300

**PC#:** 503074

**Salary Grade:** 7 N

**Position Title:** Acquisitions Assistant

**Reports To:** Head of Acquisitions Services

**Revision Dates:** 1/2000; 8/2003; 3/2004; 12/2004; 3/2005; 11/2005

Human Resources Representative: Rhonda Thomas

---

*This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.*

**Positions Supervised:** Students.

**Position Function:**

Provide office and database maintenance support for the Acquisitions unit; assist in the Binding Section and serve as backup for the Binding Supervisor; check in current periodicals using SIRSI.

**Duties/Responsibilities:**

1. Perform secretarial duties for the unit; includes answer telephones; receive, process, and distribute first class mail to appropriate section or individual which includes distinguishing invoices, serial updatings, etc.; prepare memos, reports, letters, etc.; assist with recordkeeping and maintenance of office files; monitor absence reports; process supply requests; and monitor supply budget.
2. Assist the Binding Supervisor in maintaining essential operations; serve as a backup for binding functions in the absence of the Binding Supervisor.
3. Assemble library materials for binding in consecutive order; collate issues, insert title pages, table of contents, indexes and supplements; assist in the tracking of volumes sent to the bindery.
4. Assist in quality control activities for volumes returned from the bindery; verify accuracy and resolve routine problems.
5. Identify correct journal titles from issues in hand and match to SIRSI bibliographic, order and check in records, check in journals, and route to appropriate personnel as needed.
6. Perform database maintenance functions for records in the SIRSI acquisitions database.
7. Assist with activities and projects of limited duration.
8. Assign and review work and/or orient and train students.
9. Perform other related duties as assigned.
10. Maintain regular and predictable attendance.

*All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.*

**Minimum Qualifications:**

**Education:** High school diploma or GED.

**Experience:** Three months through one year of experience in an office environment, working with word processing and spreadsheet packages; working knowledge of basic Microsoft applications.

**Additional Preferred Qualifications:**

**Education:** Additional education beyond high school.

**Experience:** Additional years of experience.