

Ball State University
Position Description

Department: University Libraries

Dept Code: 12300

PC#: 503090

Salary Grade: 7 N

Position Title: Standing Order Assistant

Reports To: Lead Acquisitions Assistant

Revision Dates: 1/2000; 8/2003; 3/2004; 3/2005; 6/2005

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: Student.

Position Function:

Receive and maintain records for the classified serial publications, standing order monographic series, sets and blanket order titles.

Duties/Responsibilities:

1. Receive and process all classified serials, standing order monographic series, sets and blanket orders using the SIRSI automated acquisitions system.
2. Receive and process all serial and monograph updatings using the SIRSI automated acquisitions system; confirm accuracy, condition and completeness of shipments; check in through WorkFlows, claim missing material as appropriate; route to appropriate cataloging section.
3. Review and recommend standing order invoices for payment.
4. Create bibliographic, order, and check-in records for new classified serial, standing order monographic series, sets, blanket orders and updating titles; edit order and check-in records as necessary.
5. Resolve routine receiving problems; includes contact vendors and publishers; work with Acquisitions Fiscal Control personnel as necessary; seek assistance from supervisor as necessary to resolve problems.
6. Assist with activities and projects of a limited duration.
8. Supervise student assistant for standing order area.
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: Over three months through one year of related experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education:

Experience: Additional years of related experience.