

*Ball State University*  
***Position Description***

**Department:** University Libraries

**PC#:** 503102

**Dept Code:** 12300

**Salary Grade:** 7 N

**Position Title:** Acquisitions Receiving Assistant

**Reports To:** Assistant Head of Acquisitions Services

**Revision Dates:** 11/2000; 8/2003; 11/2004; 6/2007

Human Resources Representative: Rhonda Thomas

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*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:**

Perform duties related to the receiving of all types of material in the Monograph Section using the library's automated systems.

**Duties/Responsibilities:**

1. Oversee and monitor the receipt of approval plan materials using various electronic bibliographic and vendor databases; includes confirm accuracy, condition, and completeness of shipments; compile accurate statistics and report to appropriate personnel; initiate appropriate receiving procedures.
2. Oversee and monitor the receipt of firm order print and non-print materials; includes confirm accuracy, condition and completeness of shipments; compile accurate statistics and report to appropriate personnel; initiate appropriate receiving procedures.
3. Perform check-in procedures using the automated acquisitions system; confirm bibliographic information; check and edit fields; process duplicate or rejected materials for return; create credit memos as necessary; recommend invoices for payment.
4. Resolve receiving problems; includes communicate with vendors, publishers and university personnel to resolve problems; update availability status for order records.
5. Assist with activities and projects of limited duration.
6. Perform other related duties as assigned.
7. 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 equivalent.

**Experience:** Over three months through one year of related experience; working knowledge of basic Microsoft Office applications.

**Additional Preferred Qualifications:**

**Education:** Up to eighteen months of education or training beyond high school.

**Experience:** Over one year of library experience.