

Library Associate II Auburn University

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Posted Sep. 2, 2025, set to expire Dec. 29, 2025

Job Title	Library Associate II
Department	Library Administration
Institution	Auburn University Auburn, Alabama
Date Posted	Sep. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library Sciences (all categories)
Job Website	https://www.auemployment.com/postings/55775
Apply By Email	
Job Description	

Job Summary

The Auburn University Libraries is seeking candidates for the position of Library Associate II in the Collections, Discovery, & Resource Sharing Department of the RBD Library. Reporting to the Head of the Collections, Discovery, & Resource Sharing Department, this position will be responsible for providing administrative and technical support in specialized library functions, including collection development, electronic resources management, and research bibliometrics in the Collections Unit.

To learn more about Auburn University Libraries, please visit: <https://www.lib.auburn.edu/>

Essential Functions

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Essential job functions include, but are not limited to:

- Provides administrative support for collection development, including gathering usage data and circulation statistics for information resources. Communicating with vendors, creating documentation about acquisitions, and maintaining administrative account credentials.
- Assists in developing and providing reports for collection development and assessment.
- Assists in organizing usage statistics to satisfy annual and fiscal year reporting standards.
- Serves as a member of the Collection Development Group (CDG). Transcribes meeting minutes and maintains a record of documentation for CDG meetings.
- Contributes to the documentation and maintenance of information about electronic resources in a library services platform (LSP) or other electronic resources management (ERM) tools, including detailed license terms, perpetual access rights, contact information for library vendors, and other data.
- Helps with troubleshooting access problems to electronic resources, makes corrections to the knowledge base and catalog, and documents the resolution of problems in Redmine.
- Assists with managing and updating information about Auburn University's research output, including researcher profiles, in Web of Science, Scopus, and similar research tools managed by the Libraries.
- Assists in providing reports about Auburn University's research output using information in Web of Science, Scopus, and similar research tools managed by the Libraries.
- Special projects and other duties assigned.

Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

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Ready to lead and shape the future of higher education? Apply today! War Eagle!

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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