

Librarian, Acquisitions
Alcorn State University

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Posted Sep. 17, 2025, set to expire May 10, 2026

Job Title	Librarian, Acquisitions
Department	University Libraries
Institution	Alcorn State University Lorman, Mississippi
Date Posted	Sep. 17, 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://jobopps.alcorn.edu/postings/7800

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Job Description

The incumbent oversees all activities in the Acquisitions Department, including planning and coordination of collection development, in collaboration with university faculty; He/she evaluates and analyzes all library collections and cooperates as a team member in performing duties essential to the achievement of efficient library operations.

Knowledge Skills and Abilities

- Knowledge of University and State purchasing and accounting regulations particularly in regard to the acquisition of library resources
- Knowledge of emerging trends and best practices in academic librarianship, instructional design, and outcomes-based assessment practices
- Knowledge of library policies and procedures
- Knowledge of University and State purchasing and accounting regulations, particularly in regard

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to the acquisitions of library resources

- Ability to use MS Office Products, including Outlook, PowerPoint and Excel
- Effective communication skills, verbal, written and interpersonal
- Ability to plan, schedule and organize work
- Ability to effectively handle multiple tasks concurrently

Essential Job Functions

- Manages and supervises the day-to-day activities of the acquisitions department, to include ordering, receiving and maintaining the list of available resources
- Develops and formulates rules and regulations, adhering to high quality standards that ensure smooth flow of the acquisition department
- Implements strategies to ensure professional development
- Manages expenditures and plans budgets
- Interviews, recruits and recommends hiring of acquisition staff members, trains staff
- Organizes, manages and delegates the workload ensuring that the goals and objectives of the University are achieved
- Works closely with librarians with acquisition of materials to support the University curriculum

Qualifications

- Master's Degree in Library and/or Information Science from an ALA-accredited school
- Two (2) years' experience providing library instruction
- Three (3) years' professional experience in the field of Library and Information Science
- Demonstrated experience using current educational technologies and multimedia tools to deliver or enhance teaching, learning, and/or user services in both physical and online environments

Contact Information

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

Contact



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