

Librarian, Acquisitions  
Alcorn State University

Direct Link: <https://www.AcademicKeys.com/r?job=262609>

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

<b>Job Title</b>	Librarian, Acquisitions
<b>Department</b>	University Libraries
<b>Institution</b>	Alcorn State University Lorman, Mississippi
<b>Date Posted</b>	Sep. 17, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library Sciences (all categories)
<b>Job Website</b>	<a href="https://jobopps.alcorn.edu/postings/7800">https://jobopps.alcorn.edu/postings/7800</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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.

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### **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 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

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**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**