E-Resources and Collections Assistant (Senior Admin Support Specialist)

Working in the University Libraries' Acquisitions Department, the E-Resources and Collections Assistant is responsible for assisting with ongoing collection review projects, including reviewing holdings duplicated in print and electronic formats. This position will participate in database, collection, and product trial reviews. This position will assist in monitoring e-resource problem emails and website submission emails, in conjunction with the Collection Strategist. Additional responsibilities include participating in electronic record quality control projects, ensuring access to electronic resources, and assisting in print serials lifecycle by producing reports for bindery and deselection lists for Current Periodicals. Position will also assist in the entry of invoices into the Libraries' invoice repository (Laserfiche), perform proactive review of online portfolios within LSP to verify accuracy and access, prepare bindery pulls from Current Periodicals and branch libraries, draft correspondence and reports as requested, correspond with vendors as needed to troubleshoot issues, maintain statistics on activities; serve as contact person for the Library Service Center public entrance and monitor cameras, assist with special projects, and perform other duties as assigned. Requisition #240006