

**HEAD OF ACQUISITIONS** Reports to the Director of Technical Services; supervises 2 support staff; works closely with the Head of Serials to disburse a resources budget of approximately \$1.6 million, coordinating budgeting and financial management of acquisitions funds; maintains print and electronic data records, keeps statistics, prepares reports and forecasts; works closely with the Collection Development coordinator to establish acquisitions policies and selection; directs the daily ordering, claiming, and receiving of all non-journal materials; oversees monographic gifts; maintains vendor relationships.

**Required qualifications:** M.L.S. or its equivalent from an ALA accredited program, minimum four years professional experience after the M.L.S. in an academic library acquisitions unit; demonstrated experience with approval plans; experience in vendor negotiations, licensing agreements, and electronic invoicing; experience with an integrated library system; experience with the publishing market in all formats. **Desirable qualifications:** Supervisory experience in managing an acquisitions unit; experience with ERM and EDI; experience in an ExLibris Aleph environment; expertise in accounting practices and systems.

Interested applicants must complete the one page online application on OASys at <http://www.unfjobs.org> and must upload all required documents to be considered for this position. Once you finalize your completed application and have submitted the required documents, you will receive a confirmation number. Please keep this confirmation number for this position for your records. If you have questions contact the Search Committee Chair Laurel Crump at 904-620-2247. Applicants who do not apply online or do not upload all the required documentation will not be considered for this position.

Upload these required documents:

1. Cover letter
2. Current curriculum vitae
3. Contact information for 3 professional references

Position open until filled. To ensure consideration, applications and required documents must be received by November 15, 2007, when application review will begin. UNF is an Equal Opportunity/Equal Access/Affirmative Action Institution