**Acquisitions Assistant I**

10 hours/week  
$9.00 per hour

Assist Acquisitions Librarian in performing the following tasks:
- Process invoices
- Correspond with vendors including monitoring the acquisitions email account
- Place orders for supplies

Acquisitions tasks that may be added later include checking vendor accounts and receiving books

Other responsibilities include:
- Sorting mail
- Maintaining records for book donations and printing and mailing thank you letters
- Help with reference questions

Other tasks as assigned by Acquisitions Librarian and Library Director