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**Job Description –Textbook Acquisition Specialist**

Department: **Library** Report to: **University Librarian**

**Position Summary**

* Coordinates textbook ordering, in close coordination with Kean University book selectors and vendor processing staff.
* Processes library textbook acquisition orders with book vendors.
* Researches trends in textbook pricing and distribution.
* Creates a logistics plan for textbook receiving, distribution, and recording.
* Communicates with textbook acquisitions staff at other universities to develop best practices for textbook ordering.
* Contacts publishers to arrange product demonstrations for faculty.
* Work with the other textbook acquisitions specialist.

**Qualification**

Required Qualification

* Master or above, business administration major.
* Be equipped with principle and integrity, and has effective organization and coordination ability
* CET6 or above, excellent fluency in both oral and written English

Preferred Qualification

* With overseas education background and relevant working experience enjoys priority.

**岗位书 – 教材采购专员**

所属部门：图书馆 汇报机制：图书馆相关负责人

**岗位职责：**

1. 与肯恩大学及书商协调教科书选购事宜。
2. 与书商处理教材采购事宜。
3. 研究教材定价趋势，负责教材发放。
4. 为教材的接收、发放和记录制定计划。
5. 与其他大学教材采购工作人员交流探索采购方式。
6. 联系出版社为教师安排相关产品演示。
7. 与其他教材事务工作人员协作完成相关任务。

**聘任条件：**

必备条件：

* 硕士及以上学位，工商管理学专业；
* 坚持原则，廉洁奉公，有较强的组织、协调能力；
* 大学英语6级以上，有较强中英文书面和口头表达能力。

优先条件：

* 有海外留学、相关工作背景者优先考虑。