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Job Description – Textbook Acquisition Coordinator

Department: Library Reports to: Library Director

**Position Summary**

* Manages the Textbook Acquisitions program to organize and facilitate textbook ordering, in close coordination with Kean University book selectors and vendor processing staff.
* Manages the work of the Textbook Acquisition Associate Coordinator to process library textbook acquisition orders with book vendors.
* Create and conduct a logistics plan for textbook receiving, distribution, and recording
* Communicate with textbook acquisitions staff at other universities to develop best practices for textbook ordering
* Contacts publishers to provide teaching materials and desk copies and arrange product demonstrations for faculty.
* Supervises student and temporarily assigned staff from other WKU departments during peak textbook distribution periods.

**Qualification**

* Master or above, business administration major. A Bachelor degree with a minimum of two years’ experience in a similar setting or college textbook publishing can substitute for a master’s degree
* 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**

* 2 years working experience in publishing or international higher education institution.
* Overseas education background and relevant working experience in University, book publishing and distribution.

工作描述 – 教材采购主管

部门：图书馆       汇报机制：图书馆馆长

**岗位职责**

1. 管理整个教材采购流程，组织教材订购，与美国肯恩大学各专业系主任沟通教材选择事宜，与图书进出口公司合作进口教材事宜
2. 管理教材采购助理，一起协助完成从图书进出口公司处采购教材事宜
3. 规划和领导教材的收取、发放和记录的工作安排。
4. 与其他高校的教材采购人员保持联系，探讨提升教材采购的实际操作效率。
5. 联系出版社提供教辅和样书给外教，并安排出版社的人来为外教进行产品使用的培训。
6. 在教材发放的高峰期管理学生以及其他临时帮忙的同事。

**必要条件**

1. 硕士及以上学位，工商管理学专业。至少相关两年工作经验或者在出版行业经验的本科学历亦可。
2. 坚持原则，廉洁奉公，有较强的组织、协调能力。
3. 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**

1. 有两年出版行业或者国际高校工作经验。
2. 有海外留学、相关工作背景者如高校工作经验、出版社工作经验等优先考虑。