

**Job Title:** Acquisitions and Electronic Resources Librarian (full-time, on-site position)

**Salary Range:**

\$65,000 - \$70,000

**Summary:**

New England Law Boston has been a mainstay within Boston for over 100 years. Located in the heart of historic downtown, New England Law offers the opportunity to become an integral part of a special community of students, scholars, and dedicated people from diverse backgrounds.

Under the supervision of the Technical Services Librarian, the Acquisitions and Electronic Resources Librarian has wide-ranging responsibilities. The position is responsible for the ordering of collection and non-collection items for the library, the approval and payment of library invoices, and the maintenance of financial data both in the Folio system and the school-wide financial system, Jenzabar. The Acquisitions and Electronic Resources Librarian acts as the liaison with EBSCO to ensure access to electronic resources and databases. This position is required to regularly communicate with other departments, including the Controller's Office and IT, for resolutions of issues related to finances and technology.

**Key Responsibilities:**

- **Acquisitions.** Order new monographs, e-resources, academic excellence collection titles, serials, and audio-visual titles. Create order records in Folio. Enter invoices, review all invoices for accuracy, post on Folio, and input into Jenzabar.
- **Electronic Resources.** Point of contact with EBSCO to ensure access to databases/electronic resources. Maintain the ERM in Folio: license/subscription information; payments; contact information; usage.
- **Miscellaneous.** Participates in physical collection maintenance including but not limited to shifting books and weeding the collection. Perform other related duties and tasks as assigned.
- **Supervisory Responsibilities.** This job has supervisory responsibilities. The Acquisitions and Electronic Resources Librarian oversees and supervises the Acquisitions and Serials Specialist, a full-time position.

**Requirements:**

- MLS or MLIS from an ALA-accredited school.
- 0-3 years experience. May/June 2026 graduates encouraged to apply.
- Demonstrated analytical, organizational, and decision-making skills with follow-up abilities are essential
- Attention to detail.
- Coursework or experience in library technical services.

## Preferred Qualifications

- Experience in law library technical services
- Experience with Jenzabar
- Experience with EBSCO's Folio

**To apply:** E-mail a cover letter and resume to Prof. Thomas E. Hemstock, Jr., New England Law Boston Library Director, at themstock@nesl.edu, with a copy to: humanresources@nesl.edu. The subject line should be “Acquisitions and Electronic Resources Librarian.” Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

**It is the policy of New England Law Boston to provide equality of opportunity for all persons, including faculty and employees, with respect to hiring, continuation, promotion and tenure, and any other terms or conditions of employment, without discrimination on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or gender expression, genetic information, military status, age, or disability. The law school complies with all applicable federal, state, and local nondiscrimination laws, including Title IX.**