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JOB POSTING
OFFICE OF HUMAN RESOURCES
July 9, 2026

POSITION: Library Clerk (Media Library)

DEPARTMENT: Library

DIVISION: Academic Affairs

STATUS: Full-Time, Monday through Thursday 10 a.m. to 6 p.m.; Friday 8:30 a.m. to 4:30 p.m.

Hourly Pay: \$21 to \$23 per hour

BENEFITS:

- Medical Dental Vision Health Savings Account Flexible Spending Account
- College Paid Life, AD&D, LTD insurance Generous PTO 12 Paid Holidays
- TIAA Retirement with 8% college contribution after one year of employment
- Free EAP Counseling Services Free Chiropractic Care

Essential Job Functions:

Assists the Media Librarian in the overall operation of the Media Library. Provides patron assistance, oversees media circulation services, tracks and reports collection usage statistics, manages media digitization projects, and maintains the institution's anatomical bone collection. Helps in the Main Library if needed.

Essential Duties/Responsibilities:

- Staff the Media Library and assist at the main circulation desk as needed.
- Assist patrons in locating, accessing, and utilizing media and library resources.
- Retrieve, shelve, and maintain media collections.
- Perform shelf reading and collection inventories to ensure organization and accessibility.
- Answer questions regarding library resources and media collections.
- Collect, maintain, and analyze statistics related to media circulation, collection usage, and patron engagement.

- Prepare reports to support collection development, budgeting, accreditation, and institutional assessment initiatives.
- Identify trends in media usage and recommend improvements to collections and services.
- Maintain, inventory, organize, and preserve the Library's anatomical bone collection and associated instructional materials.
- Ensure proper handling, storage, and documentation of collection materials.
- Assist faculty, staff, and students in accessing and utilizing the collection.
- Participate in professional development opportunities and training.
- Collaborate with library staff and academic departments to support institutional goals.
- Perform other duties as assigned by the Library Director.

Required:

- Associate's degree; or an equivalent combination of education and experience.
- Experience working with media collections, audiovisual materials, educational technologies, or library services.
- Strong organizational, analytical, and customer service skills.
- Proficiency with Microsoft Office applications and standard library technologies.
- Excellent communication and interpersonal skills.
- Ability to manage multiple responsibilities with attention to detail.

Preferred:

- Experience in a library setting.
- Experience collecting and reporting usage statistics.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees, including those belonging to groups that have been historically underrepresented in higher education.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.