



*Northeast is an equal opportunity employer.*

**JOB POSTING  
OFFICE OF HUMAN RESOURCES  
March 25, 2026**

**POSITION:** Online Learning Librarian

**DEPARTMENT:** Library

**DIVISION:** Academic Affairs

**HOURS:** Full-Time, Exempt, Monday – Friday; 8:30 a.m. - 4:30 p.m.

**Note:** As a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

---

**Salary information: \$55,000 to \$58,700**

**Position Summary:**

Reporting to the Library Director, the Online Learning Librarian assists in the day-to-day management of the library's electronic resources: databases, e-books, e-journals, access and discovery tools, LibGuides, and EZproxy configuration. The Online Learning Librarian works with faculty to integrate information literacy skills and library resources into the College curriculum. Provides media and digital-related library instruction and assistance to users at the Media service desk and in the online programs. Assists in the supervision and training of clerical staff and student assistants, and participates in planning, outcomes assessment, College committees, and professional development. This is a full-time, on campus, 35 hours per week, academic librarian position, with the possibility to have a flexible work schedule.

**ESSENTIAL RESPONSIBILITIES:**

**1. Digital and Technical Services**

- Manages the library journal collection through EBSCO, our primary serials vendor, and other vendors as required.
- Participates in the management of the library's online database links in the MS Access database.
- Enters data and links for electronic and print subscriptions for Publication Finder.
- Updates and maintains remote access and authentication products, ensuring electronic subscription links work on and off campus and subscription dates and titles are accurate.
- Monitors EZproxy for optimal use for remote user authentication.
- Updates and maintains the online content management system LibGuides.
- Updates DOCLINE holdings data.

- Participates in a collaborative effort in design, development, and maintenance of the library's web services, including library web site and information resource guides.

## **2. Faculty and Campus Engagement/Outreach**

- Participates in campus activities through college committees, task forces, and teams.
- Prepares documentation and training tools and participates in delivery of faculty and staff training sessions.
- Creates and coordinates online tutorials and other digital learning objects for Information Literacy instruction of on campus and distance learners.
- Collaborates with faculty, librarians and instructional technologists to identify, implement and promote innovative online tools and services, for both on campus and distance learners.
- Assist in the creation and implementation of library programming for on campus and distance learners.

## **3. Other**

- Assists in the supervision and training of support staff and student workers.
- Maintains current awareness of professional practice and commitment to personal career development activities.
- Facilitates assessment and use of analytic tools to gather, report, and evaluate web statistics and data.
- Performs other duties as assigned.

## **WORKING ENVIRONMENT AND CONDITIONS:**

- Sufficient vision, hearing or other powers of observation and communication are essential to permit the employee to read, sort, and shelve library materials, communicate with patrons and co-workers, and maintain patron and information records. The employee must be able to move, shelve and retrieve library materials from high and low settings. Requires stooping, bending, stretching, pushing cartloads of books, supplies, etc. up to 40 lbs., and lifting up to 25 lbs. of books. Perform assigned duties in a clean, ventilated, lighted and temperature-controlled office environment. Perform duties in a positive, professionally growth-based environment.

## **QUALIFICATIONS:**

- Master's degree in Library Science from an ALA accredited institution.
- A minimum of one (1) year work experience in an academic library setting.
- Experience working with or ability to learn integrated library systems, electronic resource management, authentication software, social networking technology, database administration, online course delivery, and media cataloging.
- Ability to analyze and resolve complex problems.
- Ability to work independently and as part of a team.
- Ability to balance multiple projects and set priorities in a time-sensitive environment.
- Strong customer service focus.
- Excellent communication skills.
- Experience effectively leading and supervising employees.

**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

*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](mailto: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.*