**Reference Librarian I, Dominican University New York**

* Full-Time
* Location: Orangeburg, New York
* Salary: $60,406
* Expected Start Date: August 15, 2025

The Sullivan Library seeks a dynamic, service-oriented Reference Librarian to join our collaborative team. This position offers an excellent opportunity for a new professional to gain valuable experience across core academic library functions, including reference, information literacy, collections, and technical services. The successful candidate will work closely with library staff, faculty, and students to provide essential support for research and information needs, contributing to student success and the broader academic mission. You will actively promote library resources and services, fostering strong connections within the campus community and enhancing the library's visibility.

Key Responsibilities:

* Provide reference and research assistance, both in-person and virtually, to guide patrons in effective resource utilization and research strategies.
* Design and deliver engaging information literacy instruction in various formats, creating and maintaining accessible instructional materials.
* Support technical services, including cataloging, metadata creation, and processing of new library materials.
* Troubleshoot basic technology issues, assist with e-resource troubleshooting, and support interlibrary loan (ILL) processes.

Required:

* MLS from an ALA-accredited program or equivalent.

Preferred:

* Familiarity with integrated library systems, Ebsco FOLIO a plus.
* Familiarity with online instruction methods related to learning materials and research guides, including familiarity with online platforms like LibGuides.
* Experience with social media management or content creation for professional purposes.
* Basic understanding of cataloging principles (e.g., RDA, MARC).

To Apply:

1. A cover letter detailing your interest in the position must be included; applications without a cover letter will not be reviewed.
2. A current resume or Curriculum Vitae.
3. Name, address, phone number and email of three professional references.

Interested candidates should submit the required materials electronically to [m.schaub@duny.edu](mailto:m.schaub@duny.edu) or apply online <https://www.duny.edu/human-resources/employment-opportunities/>.

Dominican University New York, located in Orangeburg, New York, is 17 miles north of New York City, with approximately 1,400 students and 400 faculty and staff. There is a wide range of academic programs for students to choose from with more than 30 undergraduate and graduate programs in business, education, liberal arts, nursing, occupational therapy, organizational leadership and communication, and physical therapy. The independent, four-year, co-ed university was founded in 1952 by the Dominican Sisters of Blauvelt in the Catholic tradition. It is chartered by the Board of Regents of the University of the State of New York and fully accredited by the Middle States Commission on Higher Education. Dominican University New York has been named a College of Distinction, is designated a Hispanic Serving Institution, and is recognized as Military Friendly.

Dominican University New York is an Equal Opportunity/Affirmative Action employer committed to excellence through equity and inclusion, and, in this spirit, particularly welcomes applications from members of historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, status as a protected veteran, status as a qualified individual with a disability, or other protected category in accordance with applicable law.

Candidates must be legally authorized to work in the United States at the time of hire.

AA/EOE

**Date Created/Revised:** July 28, 2025