About St. Francis College

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at https://www.sfc.edu/.

About this Position

Reporting to St. Francis College’s (the “College”) Assistant Dean/Director of Library Services the part-time Reference Librarian covers the Library’s Reference Desk both virtually and in person. This position is responsible for the operation of the Library when no full-time Librarian is in attendance, including, but not limited to, the Librarians at the Reference and Circulation Desks.

Duties and Responsibilities:

- Responsible for all Reference Desk Services
- Supervises Circulation Desk Staff, as directed.
- Provides group information literacy instruction virtually, in person, and by-appointment for research assistance for students, faculty, and staff
- Creates content for LibGuides.
- Fulfills all other duties as assigned by the Assistant Dean/Director of Library Services.

Schedule: Approximately 15 hours per week. both on campus and virtual, Monday through Friday, generally 9:00 a.m. to 12:00 p.m. Flexibility in work hours is required to accommodate the Library’s needs and changes in Library hours throughout the course of the College’s Academic Year.

Qualifications:

- Master’s degree from an ALA accredited school of library/information science.
- At least one year’s experience in an academic setting.
- Excellent supervisory, interpersonal, and communications skills, as well as the ability to work effectively in a collegial environment are essential.
• Working knowledge of Alma, Primo VE and/or LibGuides a plus.
• Ability to work a flexible schedule according to departmental needs.
• Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
• Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
• Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
• Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
• Strong commitment to the College’s mission and to its students, faculty and staff.

Interested applicants can apply here.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.