

# Employment Opportunities for Staff and Academic Librarians

Candidates who wish to be considered for staff (nonacademic) or librarian (RTE Faculty) positions are required to apply via Cornell Careers site. Prospective applicants can look and apply for a job by going to the [Cornell Careers](#) page and following the appropriate links. Please be aware that the method for internal and external applicants is different:



- **Internal applicants** are classified as current Cornell employees or those on layoff status from Cornell. Temporary and casual Cornell employees may also apply as an internal candidate if the job is not an "internal-only" posting; applicants may email [LibHR@cornell.edu](mailto:LibHR@cornell.edu) if there are questions about the posting classification. Internal applicants **must** login to [Workday](#) to apply; you are advised to follow the instructions below to best position yourself in the hiring process..
  - Select from the list of position titles.
  - Click "Apply" to begin the application process.
  - Attach your application materials (Resume/Cover Letter/CV) in either Microsoft Word or PDF format.
  - In the Experience section of your application, use the Paperclip icon to search for file(s) or use the 'Drop Files Here' box to manually drag document(s) into your application.
- **External applicants** are classified as applicants who are not currently working at Cornell, or temporary/casual employees applying for an "internal-only" job posting. Current temporary or casual employees may email [LibHR@cornell.edu](mailto:LibHR@cornell.edu) if there are questions about the posting classification.
  - Select from the list of titles featured
  - Select "Apply" and follow the application instructions.
  - Attach your application materials (Resume/Cover Letter/CV) in either Microsoft Word or PDF format.
  - In the Experience section of your application, use the Paperclip icon to search for file(s) or use the 'Drop Files Here' box to manually drag document(s) into your application.

## Helpful Hints

- If you require an accommodation for a disability in order to complete an employment application or to participate in the recruiting process, you are encouraged to contact Cornell University's Office of Institutional Equity and Title IX at voice (607) 255-2242, or email at [equity@cornell.edu](mailto:equity@cornell.edu).
- It is recommended that you have your resume and cover letter available to attach to your application before you begin.

Cornell University is one of the largest and most diverse institutions in the Ivy League. Hiring supervisors will receive applications electronically and will collect them until they feel they have a sufficient pool of applicants. For general questions about the position or the application process, please contact the recruiter listed in the job posting or email [mycareer@cornell.edu](mailto:mycareer@cornell.edu). We have compiled some [helpful links](#) to assist with those considering a career at Cornell.