



Weill Cornell Medicine

Samuel J. Wood Library & C.V. Starr Biomedical Information Center

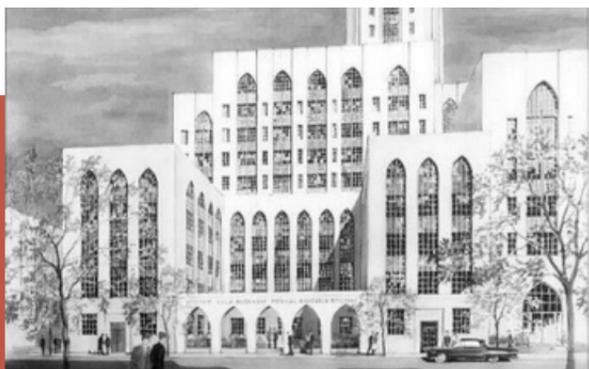
Information Sheet: Assistant Director, Clinical Services (ADCS)

Welcome!

Thank you for considering the opportunity to join Weill Cornell Medicine (WCM) and the Samuel J. Wood Library as the Assistant Director, Clinical Services. We are excited to share more about who we are, what we value, and the meaningful work you can be part of here. At WCM, you'll collaborate with world-class clinicians, researchers, educators, and information professionals who are dedicated to advancing patient care, scientific discovery, and medical education.



The Wood Library plays a vital role in that mission, supporting cutting-edge research, empowering learners, and ensuring that evidence-based information is accessible where and when it matters most. We invite you to explore this overview to learn more about our institution, our library community, and the professional growth opportunities available as you consider taking the next step in your career with us.



Weill Cornell Medicine

Established in 1898, Weill Cornell Medicine (WCM), Cornell University's medical school located in New York City, is committed to excellence in research, teaching, patient care, and the advancement of the art and science of medicine, through the maintenance of scientific and clinical scholarship. Centered in the heart of the Upper East Side's scientific corridor, WCM also has locations in Queens, Brooklyn and Lower Manhattan. Our key partners, collaborators, and affiliates include NewYork-Presbyterian, Cornell University, The Rockefeller University, Memorial Sloan Kettering Cancer Center, Hunter College/CUNY, and The Hospital for Special Surgery.

In 2024-2025, WCM saw 3.58 million annual patient encounters with 1,895 physicians at 181 sites throughout New York with an average 96.4% Press Ganey patient satisfaction score. Research by faculty and graduate students at Weill Cornell Medicine is collaborative, groundbreaking and always patient-focused. 2024-2025 saw 1,316 National Institutes of Health awards, 47 new start-up companies, 42 active U.S. patents, 403 active interventional studies, and 3,374 published peer-reviewed journal articles. Weill Cornell Medicine is among the nation's top-ranked medical and graduate schools, striving for excellence in its education of the world's future healthcare leaders, with a total of 1,818 enrolled students, with 14,204 total faculty and staff. <https://weill.cornell.edu/our-story>

Samuel J. Wood Library

The Wood Library, opened in 1962, is a hub for research support, electronic resources, and physical space. The Wood Library supports the evolving clinical services, research, and medical education needs of WCM, NewYork-Presbyterian Hospital and affiliated institutions. Additionally, the Wood Library oversees the Myra Mahon Patient Resource Center (MMPRC), which is dedicated to providing patients, families, and caregivers with credible evidence-based information to support healthcare decision making.



Weill Cornell Medicine

Samuel J. Wood Library & C.V. Starr
Biomedical Information Center

Samuel J. Wood Library by the Numbers

24/7

24/7 library space access to WCM
medical, graduate, and PA students,
clinical fellows and NYP residents

112,000+

Physical visits to library
space in FY25

70,000+

e-Journal
subscriptions

400,000

e-Books

500+

Databases

39,000

Physical volumes

29,774

Myra Mahon Patient Resource
Center YouTube Channel views
for FY25

200+

Librarian coauthored
systematic/scoping reviews

10,000

Linear feet of papers, records,
and photographs in the
Medical Center Archives

Working at Weill Cornell Medicine

Professional Growth and Support

WCM is committed to fostering a collaborative, supportive, and growth-oriented environment for library faculty and staff. New employees have access to a wide range of learning opportunities, mentorship options, and institutional benefits that promote long-term development. The College, ITS, and the Library encourage employee professional development through a variety of programs:

“Onboarding Buddies”

Newly hired librarians are paired with another Wood librarian, generally from a different team, as "onboarding buddies." Regular meetings and coffee dates provide new hires an opportunity to ask questions, learn about the Library and WCM, and talk through their experiences in the first months on the job with someone besides their manager.

Travel Funding

Administration sets a goal every year to provide travel funding to at least one work-related conference for each librarian. Funding is provided for librarians who are accepted to present a paper, poster, or lightning talk, or who are serving in an applicable leadership role in the organization sponsoring the conference.

In-house Learning Program

The Wood Library provides an in-house learning program for Library employees, consisting of synchronous Zoom workshops. Recordings and class materials are available after each workshop. Any Library employee can teach a workshop or suggest a topic. We also invite external specialists to present.

ITS Mentorship Program

As Information Technologies and Services (ITS) employees, librarians can participate in the ITS Mentorship Program, which pairs newer and early-career ITS employees with more experienced colleagues. The mentorship helps employees learn about ITS and other ITS teams from a different perspective. When applying, mentees can specify their preferences in a mentor, such as subject matter expertise. Library employees have reported that they've found the program beneficial, and some continue to meet with their mentor long after the formal mentorship concluded.

Tuition Reimbursement

WCM provides tuition benefits for employees which can be applied toward completing a degree or certificate. The tuition benefit covered up to \$5,000 tax-free per academic year in FY26. WCM employees are eligible for significant discounts to eCornell courses, which are also eligible for tuition reimbursement.

Additional Information

Benefits and Compensation

<https://careers.weill.cornell.edu/why-choose-us/benefits-compensation>

Professional Development

<https://careers.weill.cornell.edu/why-choose-us/professional-development>

Worklife Balance

<https://careers.weill.cornell.edu/why-choose-us/work-life-balance>



Weill Cornell Medicine

Samuel J. Wood Library & C.V. Starr
Biomedical Information Center

Assistant Director, Clinical Services *Anticipated Hiring Timeline*

We aim to provide candidates with transparency into our hiring process and anticipated timeline. **While dates may shift based on institutional needs or applicant volume, the stages outlined below reflect the typical sequence followed.** We encourage all candidates to review this timeline to understand what to expect at each phase of the search.

March 2026 Position posted

May 2026 Position closes (date may vary depending on applicant volume).

March-May 2026 Search Committee conducts initial application screening to confirm required qualifications.

April-May 2026 First-round interviews conducted via Zoom. Number of candidates varies. Candidates are encouraged to ask questions throughout.

April-June 2026 Search Committee identifies finalists for second-round interviews.

April-June 2026 Final interviews and candidate presentations. Presentations are open to departmental staff and other campus stakeholders. Typically, three finalists are invited.

June 2026 Search Committee gathers and synthesizes feedback from all interview participants. Reference checks completed for finalists.

June-July 2026 Search Committee submits hiring recommendation to Library Director.

June-July 2026 Director extends offer of employment to selected candidate, including salary details and anticipated start date.

Fall 2026 Background check completed and required documents submitted; employment begins once cleared (timing depends on candidate and organizational needs).