

School of  
**Information Sciences**

Department of Information Culture and Data Stewardship

**MLIS Experiential Learning  
PITT PARTNERS PROGRAM POSITION DESCRIPTION**

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| <b>Host Site:</b> Carnegie Library of Homestead  |  |  |   |
| <b>Site Supervisor:</b> Tina Zins  |  | <b>Email/Telephone:</b> <a href="mailto:tzins@carnegieofhomestead.org">tzins@carnegieofhomestead.org</a> |   |
| <b>Position Category:</b>  | <input type="checkbox"/> Academic          | <input type="checkbox"/> Archive   | <input type="checkbox"/> Children & Youth |
|  | <input checked="" type="checkbox"/> Public | <input type="checkbox"/> School  | <input type="checkbox"/> Other            |
| <b>Time Commitment per week:</b> <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours          |  |  |   |
| <b>Compensation:</b> \$ <input type="checkbox"/> Hourly wage \$ <u>333.00</u> Stipend/term <input type="checkbox"/> None |  |  |   |
| <b>Public Transportation Accessible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No             |  |  |   |

### Position Overview

Under the supervision of the Library Director and mentors, the intern will perform a wide variety of library science-related duties to gain exposure to, and experience in, a broad based of public library work.

### Essential Job Functions

Provides reference services to patrons/public at the library information desk.

Perform circulation functions: Check in and out library materials; register patrons for library cards; collect fines and fees; process customer holds and requests; shelve materials; and shelf-reading.

Performs projects as assigned by the Library Director

Examples of other duties: Observe and assist with storytimes, teen related programming, homeschoolers classes, and school visits. Participate in outreach programming. Assist with computer help. Assist in the research of grants and grant writing proposals. Performing clerical tasks to support library operations. Assist with promoting library services and programs through the development of seasonal displays and bulletin boards, flyers, and other types of publicity.

### Other Skills/Abilities SKILLS are required to:

Utilize computer office software, Including Microsoft Office package. Read, write, speak and understand the English language. Communicate effectively with a diverse population. Assess situations/problems and logically finding solutions. Communicate effectively verbally and in writing. Multi-task in a busy environment, and work with frequent interruptions. Manage time, set priorities in order to meet assignment deadlines.

### ABILITY is required to:

Listen to, understand and interpret information received from patrons in directing them to appropriate library services, programs and materials. Use diplomacy and tact to establish and maintain relationships with patrons. Develop and maintain positive relationship with employees. Take initiative when appropriate. Being flexible and adaptable to change. Be willing to work flexible hours, days, evenings, and weekends.

### Physical Demands and Work Environment:

The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; reaching, handling, fingering and/or feeling. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under some temperature extremes.