

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Carnegie Library of Pittsburgh – Downtown & Business (612 Smithfield Street, Pittsburgh, PA 15222)			
Site Supervisor: Holly Anderton		Email/Telephone: andertonh@carnegielibrary.org	
Position Category: <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"/>			
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours			
Compensation: \$ <input type="checkbox"/> Hourly wage \$ <input type="checkbox"/> Stipend/term <input checked="" type="checkbox"/> None			
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Position Overview (1-3 sentences)

- Student will engage the community in literacy and learning, and learn the specialty of Business services at an extremely busy library serving a diverse clientele in Downtown Pittsburgh, while being mentored by a dynamic team of experienced librarians. In addition to in-branch work, student will participate in outreach to the Downtown community.

Essential Job Functions

- Serve the community and information needs of visitors
- Offer reference and reader's advisory with a focus on bridging the digital divide
- Learn and offer Business services to new business, small business, and similar entities
- Participate in outreach opportunities and special projects, including assisting with computer class

Requirements

Expertise with electronic resources and Microsoft Office, commitment to exemplary customer service, excellent interpersonal and collaboration skills, and a strong commitment to teamwork.

Candidates will be required to have or obtain current clearances for working with children as required by the state of Pennsylvania and/or by Carnegie Library of Pittsburgh Human Resources.

Other Skills/Abilities

Ability to work in a fast-paced environment and a genuine interest in helping people. Compassion, empathy, improvisational skills, and the ability to think on one's feet and make solid judgements in the moment.