MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION

**Host Site:** Carnegie Library of Pittsburgh – Main – William R. Oliver Special Collections Room (4400 Forbes Ave, Pittsburgh, PA 15213)

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<thead>
<tr>
<th><strong>Site Supervisor:</strong> Brooke Sansosti</th>
<th><strong>Email/Telephone:</strong> <a href="mailto:sansostib@carnegielibrary.org">sansostib@carnegielibrary.org</a></th>
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<th><strong>Position Category:</strong></th>
<th>Academic</th>
<th>Archive</th>
<th>Children &amp; Youth</th>
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<tbody>
<tr>
<td>Public</td>
<td>X</td>
<td>School</td>
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**Time Commitment per week:**
- X 10 hours
- ___ 15 hours

**Compensation:**
- $ _____ Hourly wage
- $ _______ Stipend/term
- X None

**Public Transportation Accessible:**
- X Yes
- ___ No

**Position Overview (1-3 sentences):**
Student will work directly with the archivist at the Carnegie Library of Pittsburgh and have a well-rounded archival experience which will include organization, researching, and processing primary documents that are held in the Oliver Room.

**Essential Job Functions**
The student will work on one large project which could include:
- Developing finding aids for archival collections
- Assessing the preservation needs of various collections
- Determining preservation priorities for possible grant/funding opportunities

**Requirements**
- Applicants should be interested in working with archival collections
- Applicants should possess basic computer skills, excellent organization skills, and attention to detail, excellent research, and written and oral communication skills; the ability to work both independently and as a part of a team.
- 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**