

School of  
**Information Sciences**

Department of Information Culture and Data Stewardship

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

<b>Host Site:</b> Carnegie Library of Pittsburgh – Main – William R. Oliver Special Collections Room (4400 Forbes Ave, Pittsburgh, PA 15213)			
<b>Site Supervisor:</b> Brooke Sansosti		<b>Email/Telephone:</b> sansostib@carnegielibrary.org	
<b>Position Category:</b>	<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Archive	<input type="checkbox"/> Children & Youth
	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> School	<input type="checkbox"/>
<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 \$ <input type="checkbox"/> Stipend/term <input checked="" type="checkbox"/> None			
<b>Public Transportation Accessible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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**