

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 – Squirrel Hill (5801 Forbes Ave, Pittsburgh, PA 15217)	
Site Supervisor: Jody Bell	Email/Telephone: bellj@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"/> Other	
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 provide reference and Reader's Advisory services at a busy library serving diverse clientele in Squirrel Hill while being mentored by a dynamic team of experienced librarians.

Essential Job Functions

- Assisting patrons at the general reference desk
- Answering reference and Reader's Advisory questions in-person and on the phone using both print and electronic resources
- Participating in outreach opportunities and special projects, including assisting with computer classes
- Completing a journal entry every two weeks and meeting frequently with Branch Manger

Requirements

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

Other Skills/Abilities

Ability to work in a fast-paced environment and genuine interest in helping people