**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:**  
- [X] Public  
- [ ] Academic  
- [ ] Archive  
- [ ] School  
- [ ] Children & Youth  
- [ ] Other

**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 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