

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Carnegie Mellon University			
Site Supervisor: Katherine Barbera		Email/Telephone: kbarbera@andrew.cmu.edu	
Position Category:	<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Archive	<input type="checkbox"/> Children & Youth
	<input type="checkbox"/> Public	<input type="checkbox"/> School	<input type="checkbox"/> Other
Time Commitment per week:	<input type="checkbox"/> 10 hours	<input checked="" type="checkbox"/> 15 hours	
Compensation:	\$ <u>8.50</u> Hourly wage	\$ _____ Stipend/term	<input type="checkbox"/> None
Public Transportation Accessible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Position Overview (1-3 sentences)

This position will work with the University Archivist and Assistant Archivist to arrange, describe, and preserve collections in the University Archives. S/he will also provide crucial support by helping to revise and enrich digital object metadata. S/he will work primarily in the archival offsite storage facility and digitization lab.

Essential Job Functions

- Create, revise, and enhance metadata for digital objects according to professional standards and local specifications.
- Arrange and describe collections according to archival standards and best practices.
- Assist with reference and research.
- Assist with on-campus open hours in the archives as needed.
- Participate in department meetings and other appointments as necessary.

Requirements

S/he should have excellent oral and written communication skills, a positive attitude, strong attention to detail, and good time-management skills. Demonstrated experience working in an archive or similar professional setting. Must be able to work independently without constant supervision. Experience using content management systems or other structured databases, and MS Office programs such as Excel. Familiarity with archival metadata standards/schemas, controlled vocabularies, and authority files is preferred. Must be willing to learn how to use data analysis tools and software.

Other Skills/Abilities

Mobility: Ability to bend and lift up to 40 lbs., and climb ladder while carrying boxes.

Environmental Conditions: Must be able to tolerate mildly dusty conditions.