

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

| | | | |
|---|--|---|--|
| Host Site: Community Library of Castle Shannon | | | |
| Site Supervisor: Heather Myrah | | Email/Telephone: myrahh@einetwork.net/412-563-4555 | |
| 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 checked="" type="checkbox"/> Adult Svcs Other |
| Time Commitment per week: <input checked="" type="checkbox"/> 10-15 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 (Trolley Line) | | | |

Position Overview (1-3 sentences)

This position will include assisting the Library Director with programming, marketing, collection development, reader's advisory, community outreach and other daily library operations.

Essential Job Functions

- To plan, implement and market Adult & Senior Programming
- Collection Development
- Assist patrons at the circulation desk and throughout the Library

Requirements

MLIS Student

Experience with MS Office

Customer Service Experience

Ability to lift heavy objects

Ability to work independently

Ability to follow directions

Other Skills/Abilities

Tech Savvy

Creativity

Must like adults of all ages ☺