

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 checked="" 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- 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 Children’s Coordinator with programming, marketing, collection development, reader’s advisory and other daily library operations. It also could include assisting with other library programming and community outreach.

Essential Job Functions

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

Requirements

- MLIS Student
- Customer Service Experience
- Ability to work independently
- Ability to follow directions
- Experience with MS Office
- Ability to lift heavy objects

Other Skills/Abilities

- Tech Savvy
- Creativity
- Must like children of all ages ☺