

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Chatham University Archives			
Site Supervisor: Molly Tighe		Email/Telephone: mtighe1@chatham.edu , 412-365-1212	
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 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			

Position Overview (1-3 sentences)

Pitt Partner will assist with the organizing, describing, and rehousing of archival materials and rare books in the Chatham University Archives and Special Collections. The Pitt Partner will also assist with activities associated with providing access to archival collections, including: accessioning donations and accruals, preparing donor correspondence, entering finding aids into access system, and/or assisting with archival reference and outreach.

Essential Job Functions

Archival collection processing including, arrangement, rehousing, and description
 Assist with research and reference questions in Archives & Special Collections
 Assisting with collections access activities including: accessing, outreach, and digitization
 Assist with collections access by entering newly created finding aids or existing finding aids into access system

Requirements

Previous experience working in an archival setting is strongly preferred. Strong interest on archival collections, archival processing, and archival preservation is a must. Pitt Partners must possess functional knowledge of archival theory and practice and have a working familiarity with archival principals of arrangement. Experience with Microsoft Office products and/or database software is preferred.

Other Skills/Abilities

Partner must possess attention to detail and strong written communication skills.