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

**Time Commitment per week:** [X] 10-15 hours

**Compensation:** $_______ Hourly wage  $_______ Stipend/term  [X] None

**Public Transportation Accessible:**  [X] Yes  ____ 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.