

School of  
**Information Sciences**

Department of Information Culture and Data Stewardship

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

<b>Host Site:</b> City of Pittsburgh, Office of the City Clerk			
<b>Site Supervisor:</b> Nick Hartley		<b>Email/Telephone:</b> <a href="mailto:nicholas.hartley@pittsburghpa.gov">nicholas.hartley@pittsburghpa.gov</a> ; 412-255-2138	
<b>Position Category:</b>	<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"/> Government <input checked="" type="checkbox"/> Other
<b>Time Commitment per week:</b> <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours			
<b>Compensation:</b> \$ <input type="checkbox"/> 10 Hourly wage <input type="checkbox"/> \$ _____ Stipend/term <input type="checkbox"/> None			
<b>Public Transportation Accessible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

**Position Overview** (1-3 sentences)

The Pitt Partner will assist the City Archivist in arranging, rehousing and describing archival materials. Primary focus will be on records maintained by the City Clerk's Office, including ordinances, resolutions, City Council papers and subject files dating from the early 19<sup>th</sup> century. Collections from other departments may be assigned as necessary. The Pitt Partner may also assist in the creation of descriptive content about collections to be posted on the City Clerk's webpage.

**Essential Job Functions**

- Process archival collections
- Assist in reference requests as necessary
- Assist in the creation and curation of web content.
- Help promote the City of Pittsburgh's archival initiatives.

**Requirements**

- Excellent written and oral communication skills
- Proficiency with Microsoft Office applications
- Familiarity with database creation and management

**Other Skills/Abilities**

Experience processing archival collections is preferred but not required.