

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Dollar Bank, 2700 Liberty Avenue, Pittsburgh, PA 15237	
Site Supervisor: Robert Presutti	Email/Telephone: rpresutti075@dollarbank.com / (412) 261-7682
Position Category: <input type="checkbox"/> Academic <input type="checkbox"/> Archive <input type="checkbox"/> Children & Youth <input type="checkbox"/> Public <input type="checkbox"/> School <input checked="" type="checkbox"/> Corporate Archives Other	
Time Commitment per week: <input type="checkbox"/> 10 hours <input checked="" type="checkbox"/> 15 hours	
Compensation:	Hourly wage \$ _____ Stipend/term <u>\$2,200</u>
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Position Overview (1-3 sentences)

Dollar Bank's roots are deeply tied to the people, commerce and values of the western Pennsylvania and northeastern Ohio regions. For over 150 years, Dollar Bank has grown to become a large, full service, regional bank committed to providing the highest quality of banking services to individuals and businesses. Founded on the philosophy of mutualism, Dollar Bank has no shareholders and focuses on stable, ethical, and long-term growth. Partner opportunities are available within the bank's archives.

Archival Assistants will support the development of the newly-established Dollar Bank Archives. The corporate archives range from the bank's beginnings in 1855 to the present and include meeting minutes, photographs, recordings, and ephemera.

Essential Job Functions

Create metadata for collection records in the Past Perfect content management system. Research archives for information retrieval. Arrange and describe bank administrative records according to DACS and EAD standards. Assist with the development of exhibits. Participate in Historical Committee meetings. Assist in the development of the bank's archival appraisal plan to facilitate accession of records and the disaster response plan for the preservation and continuity of the collection.

Requirements

A mentorship-training approach will be utilized, requiring the abilities to work both independently and under supervision of the bank archivist. Applicants should possess sharp attention to detail, and some experience with archives processing.

Other Skills/Abilities

Experience with a content management system and Adobe Acrobat is desirable.