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: __X__ Archives ___ Public

Time Commitment per week: ___ 10 hours ___ 15 hours

Compensation: Hourly wage $__________ Stipend/term $2,200

Public Transportation Accessible: __X__ Yes ___ 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. 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 day and include meeting minutes, photographs, recordings, and realia.

Essential Job Functions
Digitize photographs and create metadata for use in the Historic Pittsburgh and Cleveland Memory projects. Research archives for information retrieval. Assist with oral histories of tenured and retired bank employees. Arrange and describe the bank archives according to DACS and EAD standards. Assist with the development of exhibits. Participate in Historical Committee meetings. Assist in the creation of an archival appraisal plan to facilitate accession of records.

Requirements
Must be able to work independently with training and under supervision of the bank archivist, have good attention to detail, and some experience with archives processing.

Other Skills/Abilities
Experience with Past Perfect and Adobe Acrobat is desirable.