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

**Host Site:** Falk School (upper campus)

**Site Supervisor:** Laurie Williams  
**Email/Telephone:** lwilliam@pitt.edu/412-624-8516

**Position Category:**  
- [ ] Academic  
- [ ] Children & Youth  
- [x] School  
- [ ] Archives  
- [ ] Public  

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

**Compensation:**  
- Hourly wage $10.00  
- Stipend/term $__________

**Public Transportation Accessible:**  
- [x] Yes  
- [ ] No

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

The library graduate student assists the two librarians with collection development and maintenance, interacts with adult and student (grades K-5) patrons, and contributes to the daily functions and activities in the library.

**Essential Job Functions**

Participate in selecting materials to be added to the collection and learn all the steps to be followed in processing those materials. Participate in repairing books and weeding the collection. Assist with setting up for scheduled classes and “drop-in” groups.

**Requirements**

SLCP student, clearances

**Other Skills/Abilities**

Familiarity with both Mac and PC platforms, Word, Excel, online searching, and google apps. Knowledge of and/or comfort with varied AV and technology equipment. Knowledge of K-8 literature. Good communication skills. Confidence in and willingness to learn any of the above not already in place.

**NOTE:** This position description is not intended to be all-inclusive. Student may perform other related duties to meet the ongoing needs of the host site.