

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: John A. Pidgeon Library, Kiski School			
Site Supervisor: Leslie Poston		Email/Telephone: leslie.poston@kiski.org	
Position Category: <input type="checkbox"/> Academic <input checked="" type="checkbox"/> Archive <input type="checkbox"/> Children & Youth <input type="checkbox"/> Public <input checked="" type="checkbox"/> School <input type="checkbox"/> Other			
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours			
Compensation: \$ <input type="checkbox"/> Hourly wage \$ <u>500</u> <i>Approximate travel Stipend/term</i> <input type="checkbox"/> None			
Public Transportation Accessible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Position Overview (1-3 sentences)

Graduate student needed to assist in developing and maintaining our school archives, as well as creating and curating digital collections. This project was begun two years ago to create a proper archival repository so that the school's historical documents are safe, organized and accessible.

Essential Job Functions

Position responsibilities will include:

- Processing and organizing archival materials
- Scanning photos and documents for digital preservation
- Cataloging materials using Omeka

Requirements

Candidate must provide own transportation to Kiski School campus in Saltsburg, PA, approximately 35 miles east of Pittsburgh. Mileage reimbursement will be provided.

Working in a school setting requires state and federal background checks.

Other Skills/Abilities:

Intern must be able to work independently and creatively and must be a self-starter, as they do not work under the supervision of an archivist. Experience with Adobe Acrobat and Photoshop is preferred.