MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION

Host Site: Peoples Library (New Kensington and Lower Burrell)

Site Supervisor: David Hrivnak
Email/Telephone: peoplesdirector@gmail.com

Position Category:
- ___ Academic
- ___ Children & Youth
- ___ School
- ___ Archives
- ___ Public
- ___ Other

Time Commitment per week:
- ___ 10 hours
- ___ 15 hours

Compensation:
- Hourly wage $____________
- Stipend/term $500

Public Transportation Accessible:
- ___ Yes
- ___ No
- ___ Very Limited

Position Overview (1-3 sentences)
Work includes but is not limited to the circulation desk, ready reference, processing materials, creating publicity for programming; providing support for the youth services librarian, and working on special projects.

Essential Job Functions
Reference, circulation, cataloguing, program support.

Requirements
Must be punctual; possess good people skills, and the ability to adapt to change.

Other Skills/Abilities
Customer Service Experience.

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.