

School of  
**Information Sciences**

Department of Information Culture and Data Stewardship

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

<b>Host Site:</b> Peters Township Public Library			
<b>Site Supervisor:</b> Myra Oleynik		<b>Email/Telephone:</b> moleynik@ptlibrary.org/724.941.9430	
<b>Position Category:</b>	<input type="checkbox"/> Academic	<input type="checkbox"/> Archive	<input type="checkbox"/> Children & Youth
	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> School	<input type="checkbox"/> Other
<b>Time Commitment per week:</b> <input type="checkbox"/> 10 hours <input checked="" type="checkbox"/> 15 hours			
<b>Compensation:</b> \$ <u>10.25</u> Hourly wage <input type="checkbox"/> \$ <u>      </u> Stipend/term <input type="checkbox"/> None			
<b>Public Transportation Accessible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

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

This is a vibrant library with many programs and patrons of all ages. We are open 7 days a week September through May and 6 days a week in the summer. This partnership would encompass the entire public library experience and is seeking support for its existing programs while also opening doors to new ideas.

**Essential Job Functions**

Assistance with adult and youth services programming particularly to enhance our Makerspaces, Tween, YA, and Millennial programs  
 Develop tutorials to train staff and patrons in using electronic resources  
 Update social media and assist with marketing library programs and creating infographics  
 Offer reference help and guidance to patrons in locating materials

**Requirements**

Possibly a few evening hours or weekend hours depending on various program needs

Professional attire

Basic understanding of our (Polaris) OPAC, Powerpoint, Excel, various databases

Willingness to serve the public in a variety of ways

**Other Skills/Abilities**

Positive customer service qualities

Ability to multi-task

Trouble-shooting tech issues

Flexibility

Creativity