Host Site: Point Park University Library

Site Supervisor: Brenton Wilson  Email/Telephone: bwilson@pointpark.edu / 412-392-3163

Position Category:  
- Academic  
- Archive  
- Public  
- School  
- Children & Youth  
- Other

Time Commitment per week:  
- 10 hours  
- 15 hours

Compensation:  
- $ Hourly wage  
- $ Stipend/term  
- None

Public Transportation Accessible:  
- Yes  
- No

Position Overview (1-3 sentences)
Pitt Partners have the opportunity to gain experience in an urban university library environment performing a wide variety of essential roles. Each semester the position will change, providing a dynamic, well-rounded experience incorporating the varied job functions of Reference (including Circulation and Instruction), Tech Services (Acquisitions, Reciprocal Borrowing, and Cataloging), and Archives.

Essential Job Functions
The Library Intern will work closely with Reference and Technical Services staff to perform the following: reference, bibliographic instruction, circulation, acquisitions, reciprocal borrowing, cataloging, and archival tasks. The intern will have a one semester concentration in each of the above areas (Reference/Public Service, Technical Services and University Archives) to provide a balanced and comprehensive three semester experience.

Requirements
Interested individuals must possess a bachelor’s degree and be currently enrolled in an accredited MLIS program.

Other Skills/Abilities:
Previous customer service experience is preferred, as well as a working knowledge of basic computer software (such as the Microsoft Office Suite).