

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Point Park University Library
Site Supervisor: Brenton Wilson Email/Telephone: bwilson@pointpark.edu / 412-392-3163
Position Category: <input checked="" type="checkbox"/> Academic <input type="checkbox"/> Archive <input type="checkbox"/> Children & Youth <input type="checkbox"/> Public <input 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 \$ <input type="checkbox"/> Stipend/term <input checked="" type="checkbox"/> None
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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).