

School of
Information Sciences

Library and Information Science Program

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

Host Site: Scott Township Public Library			
Site Supervisor: Gina Leone, Director & Susan DeLuca, Circulation Manager			
Email/Telephone: leoneg@einetnetwork.net 412-429-5380			
Position Category:	<input type="checkbox"/> Academic	<input type="checkbox"/> Children & Youth	<input type="checkbox"/> School
	<input type="checkbox"/> Archives	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Other
Time Commitment per week:	<input checked="" type="checkbox"/> 10 hours	<input type="checkbox"/> 15 hours	
Compensation:	Stipend per term of \$500		
Public Transportation Accessible:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

Position Overview (1-2 sentences)

This is a Library Assistant position at Scott Township Public Library, a small public library serving Scott Township and surrounding communities. The Partner will work with library staff, patrons, and volunteers under the supervision of the circulation desk manager to learn all aspects of public library work.

Essential Job Functions:

The job involves working the circulation desk, assisting patrons with reader's advisory, reference and technology questions, as well as planning and/or supporting adult and children's programs. Job functions will also be dependent upon the interests and availability of the Partner to lead and/or provide assistance with projects that match their career goals.

Requirements:

MLIS student interested in a public library setting.

If the Partner will be assisting with activities involving children, the appropriate clearances will need to be obtained.

Physical ability to stand for long periods, bend, reach, and lift 25+ pounds.

Other Skills/Abilities:

Familiarity with office equipment, current technology, social media, good customer service experience, and the ability to multitask.