

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Archives Service Center—University Library System, University of Pittsburgh
Site Supervisor: David R. Grinnell Email/Telephone: grinnell@pitt.edu 412-648-3243
Position Category: <input type="checkbox"/> Academic <input checked="" 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: Hourly wage <u>\$8.15</u> Stipend/term \$ _____
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Position Overview (1-3 sentences)

Archival Assistant will be responsible for processing collections in either the Archives of Industrial Society or the University Archives areas. This will include, collection appraisal, arrangement and description, rehousing, and creating online guides. Each student will also gain experience in reference services, which will include interfacing with repository patron's in-person and through email communications.

Essential Job Functions

Processing collections will be the major task for archival assistants. Each student will be exposed to using tools such as Archivists Toolkit (perhaps Archives Space depending on its full implementation at our site) and Microsoft Office programs. This task will include adherence to processing policies and utilizing the various professional standards adopted by the repository.

Requirements

- Ability to write clearly and in a professional manner
- Good organizational skills
- Adherence to a regular work schedule

Other Skills/Abilities

- Works well with others
- Ability to understand relational databases