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:  
- Academic  
- Public  
- School  
- Archive  
- Children & Youth  

Time Commitment per week:  
- _X_ 10 hours  
- _ ___ 15 hours

Compensation:  
- Hourly wage $8.15  
- Stipend/term $________

Public Transportation Accessible:  
- _X_ Yes  
- _ ___ 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