

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Area Studies Collections, G-20 Hillman Library, University of Pittsburgh Library System
Site Supervisor: Dan Pennell, Phil Wilkin Email/Telephone: pennell@pitt.edu , 412-648-7791
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- 15 hours
Compensation: <u>\$8.15</u> Hourly wage plus full out-of-state tuition remission for the academic year (2 terms)
Public Transportation Accessible: <input checked="" type="checkbox"/> Yes (on-campus) <input type="checkbox"/> No

Position Overview (1-3 sentences)

Primary responsibilities consist of serving as managing editor for the journal Slavic and East European Information Resources (SEEIR). These duties will consist primarily of communicating with contributors and receiving and organizing submissions. Additional tasks will involve helping prepare and upload data onto the Archive of European Integration <http://aei.pitt.edu>. Specific duties include, among others: dis-binding documents; scanning documents into PDF files; checking documents for scanning mistakes; performing data entry on the Archive site in preparation for uploading documents. Additional duties will involve designing and creating LibGuides relating to European Studies and European Union resources.

Essential Job Functions

Position requires good overall communication and computer skills, ability to concentrate, very close attention to detail, and willingness to perform same task for hours at a time (although we try to break up the routine as much as possible).

Requirements

Candidate must be enrolled as a full-time student in the MLIS degree program in the School of Information Science at the University of Pittsburgh.

Other Skills/Abilities

Reading knowledge of major European language(s) desirable.