Host Site: University of Pittsburgh Preservation Department

Site Supervisor: Miranda Nixon Email/Telephone: mln26@pitt.edu /412-648-5676

Position Category: ___ Academic ___ Children & Youth ___ School
___ Archives ___ Public X Other: Preservation

Time Commitment per week: __X 10 hours ___ 15 hours

Compensation: Hourly wage $8.15 Stipend/term $________

Public Transportation Accessible: X – off campus Yes ___ No

Position Overview (1-2 sentences)
Student conservation technicians will assist the Preservation Department in its In-House Book Repair Program, special projects, collection-related disaster response efforts, and public outreach efforts. Student workers each work 10 hours per week and the department is open 8:30 AM-5:00 PM, Monday through Friday.

Essential Job Functions:
The job duties include: execute simple to complex book repair, binding, and conservation repairs on circulating collection material; construct protective enclosures to protect brittle, fragile, or rare materials; checking material into Preservation and discharging material when it leaves Preservation using the Voyager system; and other duties as assigned.

Requirements:
No previous experience is required but would be beneficial.

Other Skills/Abilities:
Hands-on skills and attention to detail are necessary skills for the student conservation technician positions. Any hands-on hobbies that fit these abilities will benefit the candidate.

NOTE: This position description is not intended to be all-inclusive. Student may perform other related duties to meet the ongoing needs of the host site.