MLIS Experiential Learning
PITT PARTNERS PROGRAM POSITION DESCRIPTION

Host Site: University of Pittsburgh Preservation Department

Site Supervisor: Miranda Nixon
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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.