

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: University of Pittsburgh Preservation Department		
Site Supervisor: Miranda Nixon	Email/Telephone: mln26@pitt.edu /412-648-5676	
Position Category:		
<input type="checkbox"/> Academic	<input type="checkbox"/> Children & Youth	<input type="checkbox"/> School
<input type="checkbox"/> Archives	<input type="checkbox"/> Public	<input checked="" type="checkbox"/> Other: <u>Preservation</u>
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"/> off campus Yes <input type="checkbox"/> 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.