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

**Host Site:** UPMC Mercy Brady Library of the Health Sciences

**Site Supervisor:** Robert Neumeyer  
**Email/Telephone:** neumeyerr@upmc.edu/412-232-7518

**Position Category:**  
- ☐ Academic  
- ☐ Children & Youth  
- ☐ School  
- ☑ Archives  
- ☐ Public  
- ☑ Other Health Sciences

**Time Commitment per week:**  
- ☑ 10-15 hours  
- ☐ 15 hours

**Compensation:**  
- ☐ Hourly $__________  
- ☑ Stipend/term $2,000/term applied to tuition account

**Public Transportation Accessible:**  
- ☑ Yes  
- ☐ No

**Position Overview (1-2 sentences)**

Provides: Reference services, document management, interlibrary loan oversite, joint collaboration with Magee Women’s Hospital Power Memorial library. Provide adult training via online catalog and electronic resource databases.

**Essential Job Functions:**
Manage document delivery/interlibrary, provide reference services  
Option to supervise undergraduate library intern students.

**Options for Educational Experiences:**

Seminars (online) or University of Pittsburgh onsite classes  
“Affordable Care Act”  
“Consumer Health Information”  
“Wearable Technology: If Tech Fits, Wear It”  
“Examining Complementary & Alternative Medicine”  
“Grant Writing”  
New opportunities for education are presented monthly.

**Requirements:**
Outgoing positive personality, eagerness to learn.  
Keyboard skills  
Familiarity/working knowledge of Microsoft Office Suite

**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.