

School of
Information Sciences

Department of Information Culture and Data Stewardship

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

Host Site: Washington & Jefferson College	
Site Supervisor: Ronalee Ciocco Email/Telephone: rciocco@washjeff.edu/724-503-1001 X3039	
Position Category:	
<input checked="" type="checkbox"/> Academic	<input type="checkbox"/> Children & Youth
<input checked="" type="checkbox"/> Archives	<input type="checkbox"/> Public
<input type="checkbox"/> School	<input type="checkbox"/> Other
Time Commitment per week: <input checked="" type="checkbox"/> 10 hours <input type="checkbox"/> 15 hours	
Compensation: Hourly wage \$7.25 Stipend/term \$_____	
Public Transportation Accessible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Position Overview (1-3 sentences)

Works under general supervision and is responsible for assignments in different functional areas, including special collections, archival research, physical and digital preservation, and a variety of clerical- and business-related tasks in support of the administrative operations of the library.

Essential Job Functions

- Uses appropriate functions in the Integrated Library System to edit and update library records to reflect special collections holdings.
- Inventories materials in special collections.
- Assists with providing reference services for genealogical and historical requests requiring access to the Historical Collection and the Manuscript Archives.
- Assists in indexing the W&J Magazine, updates W&J College related files, and researches archival subject areas compiling relevant information for future use.
- Assists in processing archival materials and does basic classification in Archives.
- Transcribes handwritten documents and/or recordings in the Archives.
- Assists in organizing, preserving, digitizing, and classifying various collections.
- Participates in the research and set-up of archival displays, along with other outreach activities.
- Provides back-up general reference services at our Research Services Desk.
- In addition to these general responsibilities, projects completed by previous interns include metadata cleanup, cataloging, and helping with library and archival instruction sessions.

Requirements

Knowledge of library principles, methods, techniques, and procedures preferred. Knowledge of library special collections and archives preferred. Knowledge of office terminology, procedures and equipment; ability to maintain clerical records and prepare reports from such records; proficiency with word processing and spreadsheet software; ability to work in a team environment; accuracy, integrity, and sound judgment.

Other Skills/Abilities

None