

PERIOD: any period

Università di Parma

<b>TRAINEESHIP INFORMATION</b>	
<b>Department/Office</b>	Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali – Area Educazione – LIBRARIES
<b>Contact persons for this placement</b>	Drs. Valeria Marro / Davide Campari
<b>Direct phone and mail</b>	<a href="mailto:internship@unipr.it">internship@unipr.it</a>
<b>Description of activities</b>	<p>Typical work activities</p> <p>This internship could be seen as a first real professional job experience within a social science context. The trainee is involved in different sectors of the Library activities and procedures:</p> <ul style="list-style-type: none"> <li>a- Assisting in the treatment of new acquisitions and basic cataloguing of library resources</li> <li>b- Service to users at the circulation and enquiry desk.</li> <li>c- Providing students basic support in the use of online catalogues and databases.</li> <li>d- Assisting in Interlibrary loans and DD procedures</li> </ul>
<b>Working language</b>	English, German, French, Spanish and Italian
<b>Location</b>	Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali Borgo Carissimi 10 - 43121 Parma
<b>Number of available placements</b>	1
<b>Duration (2 months minimum- 12 months maximum)</b>	3 months
<b>Working hours / week</b>	Timetable to be agreed accordingly
<b>Period</b>	any time of the year

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<b>Accommodation</b>	The office supports students in finding accommodation in Parma  U.O. Accoglienza e Orientamento Università di Parma Vicolo Grossardi 4 43125 Parma – Italy  e-mail <a href="mailto:welcome@unipr.it">welcome@unipr.it</a> phone: 0039 0521 904150 / 904632	
<b>Internship grant</b>	No financial contribution. Students must apply for a Grant at their home institution/c	
<b>COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS</b>		
<b>Competences required</b>	Academic fields/Areas of interest: Humanistic-literary / Philosophical / Educational / Psychological  Literary/librarian/ educational /psychological/ interests or experiences are appreciated  Italian (A2) English (B2/C1), additional languages:  German, Spanish and French (B2)  Pro-activity, accuracy, sense of responsibility and efficiency are highly recommended	
<b>Degree (Master, PhD, Post Doc)</b>	Undergraduate or postgraduate students	
<b>DOCUMENTS REQUIRED</b>		
Interested students must send by email asap, the following documentation:		
<b>Presentation letter X</b>	<b>Curriculum Vitae X</b>	<b>Academic certificates X</b>
<b>Additional notes</b>		

**PLEASE MENTION THE TRAINEESHIP NUMBER WHEN YOU APPLY**