

PERIOD: Any time

Università di Parma

TRAINEESHIP INFORMATION	
Department/Office	Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali – Area Antichistica - LIBRARIES
Contact persons for this placement	Dr. Fabrizia Bevilacqua
Direct phone and mail	internship@unipr.it
Description of activities	<p>Typical work activities</p> <p>The proposed internship aims to build competence in the area of library facilities and the management of humanities libraries. Tasks assigned to the intern:</p> <ul style="list-style-type: none"> a- Activities related to the acquisition and cataloguing of library resources b- Circulation desk procedures c- Assistance to users with reference questions, bibliographic instruction and database searching d- Interlibrary loans procedures
Working language	English, French and Italian
Location	<p>Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali</p> <p>Str. M. D’Azeglio 85 , 43125 Parma</p>
Number of available placements	1
Duration (2 months minimum- 12 months maximum)	4 months
Working hours / week	Timetable to be agreed accordingly
Period	Any period
Accommodation	The office supports students in finding accommodation in

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	Parma U.O. Accoglienza e Orientamento Università di Parma Vicolo Grossardi 4 43125 Parma – Italy e-mail welcome@unipr.it phone: 0039 0521 904150 / 904632	
Internship grant	No financial contribution. Students must apply for a Grant at their home institution/country.	
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS		
Competences required	A Italian (A2 level CEFR), English (B2/C1 level CEFR), French (B2/C1 level CEFR) Academic fields/Areas of interest: Humanistic-literary / Philosophical / Linguistical Literary/librarian/philosophical/linguistical interests or experiences are appreciated Pro-activity, accuracy, sense of responsibility and efficiency are highly recommended	
Degree (Master, PhD, Post Doc)	Undergraduate or postgraduate students	
DOCUMENTS REQUIRED		
Interested students must send by email asap, the following documentation:		
Presentation letter X	Curriculum Vitae X	Academic certificates X
Additional notes		