## Traineeship Information

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<tr>
<th><strong>Department/Office</strong></th>
<th>Biblioteca di Giurisprudenza</th>
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| **Responsible persons for this placement** | Evelina Ceccato  
Rita Mancini  
Elisa Minardi |
| **Contact e-mail** | internship@unipr.it |
| **Description of activities** | Assist with opening and closing procedures  
Assist with delivering books to faculty department offices  
Help patrons locate materials in the stacks, provide basic copy machine assistance  
Help patrons search online catalogues and databases  
Help process journals to be sent for binding  
Help librarians translate web pages, guides and tutorial from Italian to English. |
| **Working language** | Italian and English |
| **Location** | Biblioteca di Giurisprudenza  
Via Università 12  
43121 Parma |
| **Number of available placements** | 1 |
| **Duration (2 months minimum-12 months maximum)** | 3 months |
| **Working hours / week** | Timetable to be agreed accordingly |
**T14029-TRAINEESHIP AT THE LAW LIBRARY**

**PERIOD:** any period

Università di Parma

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<th>Period</th>
<th>At any period</th>
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| **Accommodation** | 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 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 | Good computer skills  
Academic fields/Areas of interest: library and information sciences, information technology  
English C1-C2 (CEFR), Italian B1 (CEFR) |
| Degree (Master, PhD, Post Doc) | Undergraduate or postgraduate students |

**DOCUMENTS REQUIRED**

Interested students must send by email asap, the following documentation:

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<th>Presentation letter X</th>
<th>Curriculum Vitae X</th>
<th>Academic certificates X</th>
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**Additional notes**

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