



TRAINEESHIP INFORMATION	
Department/Office	Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali – Area Antichistica - LIBRARIES
Contact person 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 resourcesb- Circulation desk proceduresc- Assistance to users with reference questions, bibliographic instruction and database searchingd- Interlibrary loans procedures
Working language	English, French and Italian
Location	Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali Str. M. D’Azeglio 85 , 43125 Parma
Duration (2 months minimum- 12 months maximum)	4 months
Working hours / week	Timetable to be agreed accordingly
Accommodation	<p>The Welcome Office supports students in finding accommodation in Parma</p> <p>Servizio Accoglienza/Welcome Office Università di Parma Vicolo Grossardi 4</p>



T14010-TRAINEESHIP AT DEPARTMENT OF HUMANITIES, SOCIAL SCIENCES AND CULTURAL INDUSTRIES

	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 Proactiveness, responsibility and efficiency are desired.	
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		