

PERIOD: any period

Università di Parma

TRAINEESHIP INFORMATION	
Department/Office	Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali – Area Educazione – LIBRARIES
Contact persons for this placement	Drs. Valeria Marro / Davide Campari
Direct phone and mail	internship@unipr.it
Description of activities	<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"> a- Assisting in the treatment of new acquisitions and basic cataloguing of library resources b- Service to users at the circulation and enquiry desk. c- Providing students basic support in the use of online catalogues and databases. d- Assisting in Interlibrary loans and DD procedures
Working language	English, German, French, Spanish and Italian
Location	Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali Borgo Carissimi 10 - 43121 Parma
Number of available placements	1
Duration (2 months minimum- 12 months maximum)	3 months
Working hours / week	Timetable to be agreed accordingly
Period	any time of the year

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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/c	
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS		
Competences required	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	
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		

PLEASE MENTION THE TRAINEESHIP NUMBER WHEN YOU APPLY