

TRAINEESHIP INFORMATION	
Department/Office	Dipartimento di Antichistica, Lingue, Educazione, Filosofia (A.L.E.F.) – Area Antichistica
Contact persons for this placement	Dott.ssa Fabrizia Bevilacqua
Direct phone and mail	0521-032206 fabrizia.bevilacqua@unipr.it internship@unipr.it
Description of activities	Typical work activities The proposed internship aims to build competence in the area of library facilities and the management of humanities libraries. Tasks assigned to the intern: <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 Antichistica, Lingue, Educazione, Filosofia (A.L.E.F.) Str. M. D’Azeglio 85 , 43125 Parma
Number of available placements	1
Duration (2 months minimum- 12 months maximum)	4 months January 19 th -May 19 th 2015
Working hours / week	25 hours/week Timetable to be agreed accordingly

Period	January 19 th -May 19 th 2015	
Accommodation	The office supports students in finding accommodation in Parma International Office – Via Università, 12 – 43121 Parma e-mail tiziana.cordaro@unipr.it	
Internship grant	No financial contribution. Students must apply for a Grant at their home institution/country.	
COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS		
Competences required	Academic fields/Areas of interest: Humanistic-literary / Philosophical / Linguistical Literary/librarian/philosophical/linguistical interests or experiences are appreciated Italian (A2) English and French (B1) 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		