

<b>TRAINEESHIP INFORMATION</b>	
<b>Department/Office</b>	Dipartimento di Antichistica, Lingue, Educazione, Filosofia (A.L.E.F.) – Area EDUCAZIONE
<b>Contact persons for this placement</b>	Dott.ssa Valeria Marro / Davide Campari
<b>Direct phone and mail</b>	0521-034874 /0521-034839 <a href="mailto:valeria.marro@unipr.it">valeria.marro@unipr.it</a> <a href="mailto:davide.campari@unipr.it">davide.campari@unipr.it</a> <a href="mailto:internship@unipr.it">internship@unipr.it</a>
<b>Description of activities</b>	<p><b>Typical work activities</b></p> <p>This internship could be seen as a first real professional job experience within a social sciences library. The trainee is involved in different sectors of the Library activities and procedures:</p> <ul style="list-style-type: none"> <li>a- Assisting in the treatment of new acquisitions and basic cataloguing of library resources.</li> <li>b- Service to users at the circulation and enquiry desk.</li> <li>c- Providing students basic support in the use of online catalogues and databases.</li> <li>d- Assisting in Interlibrary loans and DD procedures</li> </ul>
<b>Working language</b>	English, German, French, Spanish and Italian
<b>Location</b>	Dipartimento di Antichistica, Lingue, Educazione, Filosofia (A.L.E.F.) – Area Educazione  Borgo Carissimi 10 - 43121 Parma
<b>Number of available placements</b>	1
<b>Duration (2 months minimum- 12 months maximum)</b>	3 months

<b>Working hours / week</b>	20 hours/week  Timetable to be agreed accordingly	
<b>Period</b>	any time of the year	
<b>Accommodation</b>	The office supports students in finding accommodation in Parma  International Office – Via Università, 12 – 43121 Parma  e-mail <a href="mailto:tiziana.cordaro@unipr.it">tiziana.cordaro@unipr.it</a>	
<b>Internship grant</b>	No financial contribution. Students must apply for a Grant at their home institution/country.	
<b>COMPETENCES, SKILLS AND EXPERIENCE REQUIREMENTS</b>		
<b>Competences required</b>	Academic fields/Areas of interest: Humanistic-literary / Philosophical / Educational / Psychological  Literary/librarian/ educational /psychological/ interests or experiences are appreciated  Italian (A2) English, German, Spanish and French (B1)  Pro-activity, accuracy, sense of responsibility and efficiency are highly recommended	
<b>Degree (Master, PhD, Post Doc)</b>	Undergraduate or postgraduate students	
<b>DOCUMENTS REQUIRED</b>		
<b>Interested students must send by email asap, the following documentation:</b>		
<b>Presentation letter X</b>	<b>Curriculum Vitae X</b>	<b>Academic certificates X</b>
<b>Additional notes</b>		