

TRAINEESHIP INFORMATION	
Department/Office	Biblioteca di Giurisprudenza
Contact persons for this placement	Evelina Ceccato Rita Mancini Elisa Minardi
Direct phone and mail	+39-0521-034599 evelina.ceccato@unipr.it rita.mancini@unipr.it elisa.minardi@unipr.it 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.

T14029-TRAINEESHIP AT THE LAW LIBRARY**PERIOD: any period from January till December 2015**Università degli Studi di Parma

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	a day / week Timetable to be agreed accordingly
Period	At any period from January till December 2015
Accommodation	The office supports students in finding accommodation in Parma Erasmus and International Home P.le San Francesco, 3 – 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	Good computer skills Academic fields/Areas of interest: library and information sciences, information technology

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	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:		
Presentation letter X	Curriculum Vitae X	Academic certificates X
Additional notes		