



TRAINEESHIP INFORMATION	
Department/Office	Dipartimento di Discipline Umanistiche, Sociali e delle Imprese Culturali – Area Educazione – LIBRARIES
Contact person for this placement	Drs. Valeria Marro / Davide Campari
Direct phone and mail	internship@unipr.it
Description of activities	Typical work activities This internship provides professional work experience within a social sciences library. The trainee is involved in different sectors of the Library activities and procedures: a- Assisting in the treatment of new acquisitions and basic cataloguing of 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
Duration (2 months minimum- 12 months maximum)	3 months
Working hours / week	Timetable to be agreed accordingly
Accommodation	The Welcome Office supports students in finding accommodation in Parma Servizio Accoglienza/Welcome Office Università di Parma Vicolo Grossardi 4 43125 Parma – Italy e-mail welcome@unipr.it



T14011-TRAINEESHIP AT DEPARTMENT OF HUMANITIES, SOCIAL SCIENCES AND CULTURAL INDUSTRIES

	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	<p>Areas of interest: Humanities/Literature / Philosophy / Education / Psychology</p> <p>Literary/librarian/ educational /psychological/ interests or experiences are appreciated.</p> <p>Italian (A2) English (B2/C1), additional languages:</p> <p>German, Spanish and French (B2)</p> <p>Proactiveness, responsibility and efficiency are desired.</p>	
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		