



TRAINEESHIP AT CEDEFOP

Would you like to gain professional experience in an international environment?

Cedefop, the EU Agency based in Thessaloniki, offers a 9-month traineeship starting on 01/10/2017.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department for Communication (80%) Director's office (20%)
Project description	Provide assistance to: - the Research Support Centre (library service) in Department for Communication, <i>and</i> - Records and archives management in the Director's office.
Project outputs / outcomes	<ul style="list-style-type: none">- Improved content of Cedefop's bibliographic database VET-Bib.- Director's Office records and archives properly managed.- Cedefop's institutional Open Access repository is (partly) implemented and populated.
The trainee's main duties and tasks	<ul style="list-style-type: none">- Cataloguing of documents and publications.- Support to development of Cedefop's institutional Open Access Repository.- Management of records/archives of the Director's Office, including appraisal and digitisation.- Support to Governing Board/Bureau meetings.
Expected learning outcomes	<ul style="list-style-type: none">- Experience in using library tools and standards.- Knowledge of issues surrounding Open Access.- Practical understanding of records management including use of EDRMS and digitisation methods.- Familiarity with relevant rules/regulations of the European Commission.
ESSENTIAL REQUIREMENTS	
Academic background	<ul style="list-style-type: none">- Degree in Records Management, Archives, Library and Information Studies, or related field.- Fluency in English and knowledge of another Community language.- IT literacy.

DESIRABLE	
Experience/exposure	<ul style="list-style-type: none">- Experience with web based tools for records management or documentation/library management.- Knowledge of metadata standards.

For further information and on-line application please visit:

<http://www.cedefop.europa.eu/EN/working-with-us/Traineeships.aspx>



Deadline for the submission of applications **22/06/2017** at 14.00 Greek time (CET+1).

Only applications submitted on line will be accepted.