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## TRAINEESHIP AT CEDEFOP

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

WHAT THE TRAINEESHIP IS ABOUT	
Department/Service	DCM / Research Support Service
Project description	The objective of the project is to ensure that Cedefop's records are managed in a way that supports operational efficiency, regulatory compliance, and the capture of institutional memory. Also to support Research Support Service in Library/documentation tasks when necessary
Project outputs/outcomes	<ul style="list-style-type: none"><li>• Support the implementation and maintenance of the records management functionality of EDRMS (SharePoint online, MS Purview).</li><li>• Support the transfers of Cedefop historical records to the HAEU.</li><li>• Support all activities related to the management of the life cycle of Cedefop paper and electronic records.</li><li>• Respond timely to the document and records management needs of Cedefop's staff.</li><li>• Obtain experience in the operations of a research library / information service such as Cedefop Research Support Service.</li></ul>
The trainee's main duties and tasks	<ul style="list-style-type: none"><li>• Help respond to information, document and records management related requests.</li><li>• support the provision of training and advice in good recordkeeping practices to all staff.</li><li>• support organisational use and maintenance of the EDRMS (Electronic Document &amp; Records Management System) to achieve records management objectives during the records life cycle.</li><li>• assist with the management of physical records in Archives room including, among other activities, packing and unpacking boxes of records, listing, classification, labelling, appraisal of records, transfer and disposition (including destruction).</li><li>• support Cedefop staff on their records management responsibilities according to best practices.</li><li>• Support the Research Support Service in information management tasks such as cataloguing, classification, as well as the maintenance of systems such as our integrated library system, discovery tool and</li></ul>

	subscriptions to electronic information services.
Expected learning outcomes	<p>The trainee will gain knowledge of:</p> <ul style="list-style-type: none"> <li>• relevant regulations of the European Union regarding document and records management practice.</li> <li>• document &amp; records management practice within the setting of the EU institutions/agencies.</li> <li>• use of EDRMS (MS 365 MStTeams and SharePoint Online)</li> <li>• support organisation's stakeholders on their recordkeeping needs and responsibilities.</li> <li>• obtain a good understanding of the operations of a research library / information service</li> </ul>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	<ul style="list-style-type: none"> <li>• degree in Records Management, Archives, Library and Information Studies, or other Information Management discipline.</li> <li>• fluency in English and knowledge of another EU official language.</li> <li>• comfortable with electronic information management software.</li> </ul>
<b>DESIRABLE</b>	
Experience/exposure	<ul style="list-style-type: none"> <li>• knowledge / experience providing training.</li> <li>• knowledge / experience managing historical records.</li> <li>• knowledge / experience with MS 365 (SharePoint Online, MS Purview).</li> <li>• knowledge / experience with integrated library systems, Discovery tools, Reference management software.</li> <li>• knowledge / experience with digital preservation standards and metadata.</li> <li>• a reasonable level of fitness is required as paper format records are archived in shelving boxes in the allocated Archives Room area.</li> <li>• proactive, service-oriented and problem-solving attitude.</li> </ul>



**Deadline for the submission of applications:**  
**Thursday 16 March 2023 at 13:00 Greek time (CET+1)**

**Only applications submitted online will be accepted**