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## TRAINEESHIP AT CEDEFOP

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

Cedefop, the European Union agency based in Thessaloniki, offers a 9-month traineeship starting on 01/10/2019.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department for Communication / Library and Documentation
Project description	Provide assistance to: <ul style="list-style-type: none"><li>- the Research Support Centre (library service) in Department for Communication, <i>and</i></li><li>- three indicators of the Performance Measurement System</li></ul>
Project outputs / outcomes	<ul style="list-style-type: none"><li>- Increased and improved content of VET-Bib, Cedefop's bibliographic database.</li><li>- Electronic resources are available for end users</li><li>- Support the preparation of Cedefop's institutional Open Access repository and its implementation.</li><li>- Collect relevant data for three performance indicators (scientific citations, press cuttings, policy documents)</li></ul>
The trainee's main duties and tasks	<ul style="list-style-type: none"><li>- Cataloguing of documents and publications.</li><li>- Support the development of Cedefop's institutional Open Access Repository.</li><li>- Perform library operations and tasks (e.g. circulation, shelving, database searches, etc.).</li><li>- Provide input for the regular reporting on three performance indicators</li></ul>
Expected learning outcomes	<ul style="list-style-type: none"><li>- Experience in using library tools, standards and general organisation of a library and information service.</li><li>- Understanding of practical open access issues.</li><li>- Collaboration with colleagues from a variety of services and departments.</li><li>- Knowledge of relevant regulations of the European Commission</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 related field.</li> <li>- Fluency in English and knowledge of another Community language.</li> <li>- IT literacy</li> </ul>
<b>DESIRABLE</b>	
Experience/exposure	<ul style="list-style-type: none"> <li>- Experience with web-based tools for electronic repositories management or documentation/library management.</li> <li>- Knowledge of metadata standards.</li> </ul>

**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: 30/05/2019 at 14:00 Greek time (CET+1).**

**Only applications submitted online will be accepted.**