

TRAINEESHIPS 2025

DEPARTMENT FOR COMMUNICATION (DCM) PROJECT 'DISSEMINATION OF RESEARCH RESULTS'

Ready to kick-start your career in an international environment?

Cedefop, the EU agency based in Thessaloniki, offers **10-month traineeships** starting on **1 October 2025**.

Apply by Thursday 5 June 2025 at 13:00 Greek time (CET+1)!

WHAT ARE THE SELECTION REQUIREMENTS?

ELIGIBILITY:

You must fulfil all the following requirements on the closing date for applications:

- Be nationals of the Member States of the European Union or be EFTA citizens.
- Have successfully completed a post-secondary education of at least 3 years (minimum EQF 6 level): this includes Bachelor's degree, Master's degree, PhD, or equivalent qualifications; obtained within 3 years by the closing date for applications.
- Have at least C1 level of English.
- Have not already benefited from any kind of traineeship or employment (formal or informal, paid or unpaid) within a European institution or body for more than 6 weeks.

ESSENTIAL PRESELECTION CRITERIA:

- One of the qualifications above in library and information science or a similar discipline: linguistics, humanities, with studies related to publishing, publication management, or computer science and information technologies.
- Very good oral and written communication skills in English.

DESIRABLE:

- Knowledge/experience with cataloguing and metadata standards and tools (MARC21, Dublin Core).
- Web technologies & tools.
- AI-based tools (for publishing, translating, editing, discovery tools for libraries).
- Knowledge/experience with reference management tools (EndNote, Zotero, etc.).
- Comfortable with electronic information management software.
- Basic knowledge of editing pdfs
- Basic knowledge of editorial/publishing workflows.

IS THIS TRAINEESHIP FOR YOU?

We offer you a unique opportunity to join our team and contribute to our projects, with the support and guidance of a dedicated supervisor throughout your traineeship.

PROJECT DESCRIPTION:

You will be part of the Department for communication, supporting activities carried out by the Dissemination cluster, which is responsible for publications production, Open Science, information resources and events organisation.

You will cooperate with colleagues across the Agency involved in relevant processes and should be open to acquiring additional knowledge and expertise.

MAIN DUTIES AND LEARNING OUTCOMES:

- Describe publications and datasets using metadata standards.
- Produce and edit PDF files.
- Support in responding to information requests such as searching for specialised bibliography or obtaining articles/books.
- Collect statistics to identify areas for improvement.
- Support publications production, such as formatting, editing, proofreading, and dissemination of publications.
- Support in the preparation of templates for publications.
- Assist in the use of reference management tools with APA 7th.
- Participate in keywords mapping.
- Support records management activities if required.