



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 16/10/2020.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	DCM / Records and Archives
Project description	Records Management and Archives
Project outputs / outcomes	<p>The overall 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. With regard to the traineeship, related outcomes include:</p> <ul style="list-style-type: none">• successful upgrade of EDMS (Electronic Document Management System).• physical archives properly managed.• legacy library reference files appraised• material provided for Open Access repository.
The trainee's main duties and tasks	<p>The trainee will:</p> <ul style="list-style-type: none">• support organisational use of the EDMS (Electronic Document Management System) to achieve records management objectives.• assist with management of physical records in Archives room and tracking of disposition actions.• conduct an appraisal of legacy library reference files, identifying and scanning material with historical value.• provide support to the Open Access repository by assisting with the formatting and inclusion of historical records.
Expected learning outcomes	<p>The trainee will gain knowledge of:</p> <ul style="list-style-type: none">• records management within the setting of the EU institutions/agencies• use of EDMS and other document management tools such as Adobe Acrobat.
ESSENTIAL REQUIREMENTS	
Academic background	<ul style="list-style-type: none">• Degree in Records Management, Archives, Library and Information Studies, or other Information Management discipline.• Fluency in English and knowledge of another EU official language.• IT literacy.

DESIRABLE	
Experience/exposure	<ul style="list-style-type: none">• Experience with, or knowledge of, digital preservation standards and metadata.• Knowledge of Open Access principles

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 30/06/2020 at 15.00 Greek time (CET+1).

Only applications submitted on line will be accepted.