



## TRAINEESHIPS 2024

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

Cedefop, the EU Agency based in Thessaloniki, offers  
a **10-month traineeship** starting on **1 October 2024**.

WHAT THE TRAINEESHIP IS ABOUT	
Department/Service	Department for Communication – Dissemination
Project title	Dissemination
Project description and outcomes	The trainee 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. The trainee will cooperate with colleagues across the Agency involved in relevant processes and should be open to acquiring additional knowledge and expertise.
Trainee's main duties and tasks	Anticipated outcomes include: <ul style="list-style-type: none"><li>• Support activities related to Cedefop electronic publications.</li><li>• Support the dissemination of publications using Open Science solutions.</li><li>• Obtain experience in the operations of a research library / information service.</li><li>• Support activities related to Cedefop events.</li></ul>
Expected learning outcomes	The trainee will gain knowledge of: <ul style="list-style-type: none"><li>• Relevant European Commission regulations, and their implementing rules.</li><li>• Open Science and its practical implementation.</li><li>• Publication workflow in an EU agency.</li><li>• Operations of a research library / information service.</li><li>• Research projects and collaboration with a variety of services and departments.</li></ul>
ESSENTIAL REQUIREMENTS	
Academic background	<ul style="list-style-type: none"><li>• Degree in Library and Information Studies, or Communication Studies.</li><li>• Very good oral and written communication skills in English.</li></ul>

DESIRABLE	
Experience/exposure	<ul style="list-style-type: none"> <li>• Knowledge/experience with cataloguing and metadata standards and tools (MARC21, Dublin Core).</li> <li>• Knowledge/experience with reference management tools (EndNote, Zotero, etc.)</li> <li>• Comfortable with electronic information management software.</li> <li>• Basic knowledge of graphic design.</li> </ul>

For further information and on-line application, please visit our [website](#)

**Deadline for the submission of applications:**  
**Wednesday 22 May 2024 at 13:00 Greek time (CET+1)**

**Only applications submitted online will be accepted**