



ANNOUNCEMENT OF SELECTION OF 4 STUDENTS TO WORK IN THE LIBRARY OF HUMANITAS SCIENTIFIC DOCUMENTATION CENTER FOR THE ACADEMIC YEAR 2017-2018

Specification of services

The work concerns in:

- Welcoming users
- Providing information and services to users (consultation in situ, bibliographic reference, document delivery, photocopying)
- Custodying and supervising of the rooms
- Keeping the documents in order and supporting (labelling, magnetisation, etc.) for positioning them on the shelves
- Supporting for the activities of the Scientific Documentation Center

Number of students necessary

We are looking for 4 students.

The work will take place as follows

Place: Humanitas Library - Campus Humanitas University

Period: 08/01/2018 -31/12/2018 (except for Library's periods of closure)

The scheme is promoted and funded by Humanitas Research Hospital as per the regulation established with Humanitas University – Hunimed.

Payment

The payment will be Euro 10 per hour, gross of statutory deductions of 20%.

Compulsory requirements

The compulsory requirements for the validity of the application are:

- to be enrolled at Humanitas University – Hunimed
- to be up to date with the tuition fees
- referring to the academic year 2016-2017:
 - a grades average equal or higher than 26/30 for students of the Medicine and Surgery course (second-year students must have obtained at least half the credits set out by their study plan);
 - a grades average equal or higher than 25/30 for students of the Nursing and Physiotherapy courses
- flexibility and availability of time
- good knowledge of Italian and English language

Preferential requirements

- Knowledge of Word/Excel

All students from the 2nd year, enrolled in the Medicine and Surgery course, the Nursing course and the Physiotherapy course of Humanitas University – Hunimed can apply, except students who are expected to graduate in the academic year 2017-18 and students already selected for the Humanitas University scholarships.

The application form is available at the Library Desk and can be collected from Monday to Friday (9.30am-12.30pm and 2.30pm -6.30pm) or downloaded from LMS.

The application must be handed in to the Library Desk by 30/11/2017 from 9.30am to 12.30pm.

In case applications will exceed the 4 positions available, candidates will be selected through a ranking based on the requirements.

Selection will be concluded by 15/12/2017 and the names of those selected will be published in LMS.

References

For any information:

Humanitas Library Desk, Campus Humanitas University (Building B, ground floor)