

ANNOUNCEMENT OF SELECTION OF 4 STUDENTS TO WORK IN THE LIBRARY OF HUMANITAS SCIENTIFIC DOCUMENTATION CENTER FOR THE ACADEMIC YEAR 2019-2020

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 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 of Humanitas University - Hunimed.

The work will take place as follows

Place: Humanitas Library - Campus Humanitas University

Period: 07/01/2020 - 31/12/2020 (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%.

Requirements

The compulsory and preferential requirements for the application are:

Compulsory requirements

- to be enrolled at Humanitas University – Hunimed
- flexibility and availability of time
- good knowledge of Italian and English language

Preferential requirements

- to have obtained at least 90% of the credits set by the study plan for the year of enrolment by 30/10/2019 with a weighted grade average equal or higher than 25/30
- to be in the first or second income category for the academic year 2019/2020
- knowledge of Word/Excel

All students enrolled can apply, except those who have been already selected for Humanitas University scholarships.

The application form

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

The application must be handed in to the Library Desk by 11/12/2019 from 9.30 am to 12.30 pm.

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 17/12/2019 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).