

# Library Intern

## **DESCRIPTION**

We are currently looking for an intern to join Panitza Library team at the American University in Bulgaria, 8 Svoboda Bachvarova Street, 2700 Blagoevgrad, 2700, Bulgaria (<https://www.aubg.edu/library>). You will be responsible for assisting the team, working closely with staff and students and helping in the Library's daily activities of serving the academic community.

**Type of contract:** Applications are welcome from university students who receive an internship/traineeship grant under the *Erasmus+ Programme* or other grant supporting student internships.

## **DURATION:**

- a) 2 months (July - August)
- b) 3 months (June - August)
- c) 1 semester (end of August until mid-December)

**Starting date:** a) 1<sup>st</sup> of July; b) 1<sup>st</sup> of June; c) 29<sup>th</sup> of August

## **TASKS**

The main tasks of the candidate will be to:

- Provide general administrative support to the Panitza Library Team where needed.
- Provide library assistance to patrons.
- Assist librarians with developing marketing materials (including libguides) that promote collections, services or create awareness of topics like banned books, open access, equality & diversity, etc.
- Based on the knowledge, experience, and the professional interest of the intern, the Library can offer practical experience in its different departments (Reference and Instruction, Technical Services, Serials & Digital Collections, Access Services). The intern can learn about their various processes and take on special projects in those units under the librarians' supervision and mentoring.

## **SKILLS**

- Excellent written and spoken English – B2 level or higher (Level of Common European Framework of Reference for Languages)
- Advanced computer skills, familiarity with web-based IT systems, experience using advanced MS Office applications
- Strong interpersonal and communication skills (both written and verbal)

- Strong commitment to providing excellent customer service
- Good organizational skills, self-motivation, and ability to work independently when targets are set.

**Personal capabilities required:** flexibility, friendly personality, punctuality, creativity, preciseness and hardworking.

Priority will be given to students who study Library & Information Science or Information Management.

**The position is full time (8 hours/day), from Monday to Friday.**