**ANNOUNCEMENT OF SELECTION OF 2 STUDENTS TO WORK IN THE LIBRARY OF HUMANITAS SCIENTIFIC DOCUMENTATION CENTER FOR THE ACADEMIC YEAR 2022-2023**

**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 supervisioning 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 2 students of Humanitas University - Hunimed.

**The work will take place as follows**

Place: Humanitas Library - Campus Humanitas University

Period: 09/01/2023 - 31/12/2023 (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 (for MEDTEC School students, to be enrolled in the 3$^{rd}$ year for the current academic year)
- 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 30/10/2022 with a weighted grade average equal or higher than 25/30
- to be in the first or second income category for the academic year 2022/2023
- 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 <u>must be handed in to the Library Desk</u> by 12:30 pm on 05/12/2022.**

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

Selection will be concluded by 16/12/2022 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).