

Erasmus Student Work Placement in Spain

EMPLOYER INFORMATION			
Name of organization	Conservatorio Superior de Música "Eduardo Martínez Torner" del Principado de Asturias		
Address inc post code	Corrada del Obispo s/n, 33003 Oviedo (Spain)		
Telephone	+ 34 985 217 556		
Fax	+ 34 985 203 720		
E-mail	international@consmupa.com		
Website	www.consmupa.es		
Number of employees	80		
Short description	Higher Music Education institution		
of the company			

CONTACT DETAILS	
Contact person for this placement	Silvia Opitz
Department and designation job title	International Relations Coordinator Assistant
Direct telephone number	+34 985 20 55 13
E-mail address	ori@consmupa.com

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PLACEMENT INFORMATION						
Department / Function	Library Assistant					
Description of activities	Tasks associated to a librarian's work:					
	 Creating labels for library materials, cataloguing library materials; maintenance on the library's computer catalog; organizing and maintaining periodicals; help conduct periodic inventories of book collection; participating in ordering and maintaining supplies and equipment; storing and discarding materials according to standard procedures. At the circulation desk: loaning and collecting books, periodicals, videotapes, and other materials; assisting users in using various electronic resources; providing reader's advisory service. Performing other related duties as assigned. 					
Location	Conservatorio Superior de Música "Eduardo					
	Martínez Torner" del Principado de Asturias.					
	Corrada del Obispo s/n, 33003 Oviedo (Spain)					
Duration	Flexible, from 3 to 10,5 months (from 1 September					
	to 15 July)					
Working hours per week	Flexible: ca. 25 - 30 hours / week. Must be adaptable					
	to changing work hours. Must be willing to					
	work evenings.					
Accommodation	Student to make own arrangements.					
Payment or other benefits	No					
Minimum requirements	Be enrolled in university official studies related to					
	Library Science (The sending institution must have an					



extended Erasmus Charter).
Upper-intermediate level (or above) of Spanish.
Good general knowledge of Microsoft Office
packages.
Knowledge of cataloguing techniques.

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS						
Languages and level	Upper-intermediate level of Spanish (spoken and					
of competence required	written). English an advantage but not essential.					
Computer skills and level	Good general knowledge of Microsoft Office packages.					
of skills required						
Drivers license	Not required.					
Other	Knowledge of the MARC cataloguing system will be valued.					
	Previous experience at Higher Education institution's libraries an advantage but not essential.					

OTHER	
Documents to be submitted	Europass CV in Spanish or English.
	Cover letter in Spanish.
	 Documents (photocopies or scans) of the valuable merits if available, such as experience certificates in the fields provided,



	proof	of	langua	age a	ability,	as	well	as
	diplom	diplomas		certificates		of cou		ses
	compl	eted						
Application deadline	No deadline, as basis.	we	consid	der int	terns or	n an	on-go	bing