



CONSMUPA

CONSERVATORIO
SUPERIOR
DE MÚSICA
EDUARDO MARTÍNEZ TORNER

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 of the company	Higher Music Education institution

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	<p>Tasks associated to a librarian's work:</p> <ul style="list-style-type: none">- 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



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	<p>extended Erasmus Charter).</p> <p>Upper-intermediate level (or above) of Spanish.</p> <p>Good general knowledge of Microsoft Office packages.</p> <p>Knowledge of cataloguing techniques.</p>
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COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

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

OTHER

Documents to be submitted	<ul style="list-style-type: none">• 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,
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	proof of language ability, as well as diplomas or certificates of courses completed.
Application deadline	No deadline, as we consider interns on an on-going basis.