

Caucasus International University Library is pleased to announce submission of documents for the position of an unpaid intern.

Main duties and responsibilities:

- Serving clients with library funds, catalogues, electronic and other materials which are stored in the library;
- Registering library customers;
- Serving clients (receiving a request, seeking, transferring, delivering);
- Registering books and forming base for electronic and printed versions;
- Serving readers at the reading hall and ensuring appropriate order.

Main Qualification Requirements:

- Caucasus International University student;
- Good command of official state language;
- Good command of MS Office programs;
- Knowledge of English language on B1 level or above will be considered as an advantage.

Working hours: To be agreed

Number of vacancies: 2

Duration of the internship – 2 months – From May 1, 2019 to July 1, 2019.

Competition stages:

- Shortlisting candidates, evaluating CV and a cover letter;
- Interview.

If interested, send your CV and a cover letter to the following email: ciu_stajireba@ciu.edu.ge.

Please, indicate: Library in the subject line of the email.

The deadline for submitting application documents is April 18, 2019, 18:00.