

**Library Intern**  
Short name: Library

As an intern in the DIS library you will enhance extended research abilities and know-how within servicing students, faculty, and staff in various areas. In addition, you will cooperate with libraries in Denmark and learn about marketing and promotion.

Job description

Work in the DIS Library will comprise of tasks in the following areas:

- Expanding research abilities and proficiency within servicing students, faculty, and staff
- Exploring new websites
- Developing skills within data collection, researching, and customer service satisfaction
- Marketing and promotion of the DIS library and other relevant libraries
- Handling internal and external electronic databases
- Troubleshooting library computer resources
- Developing research skills by advising students and faculty
- Ordering, cataloging, and accessioning of new books and other library materials
- Library orientation for new students
- Inventory tracking of course materials at the end of each semester
- Scheduling and orienting work study students
- Researching and compiling course materials for students and faculty
- Distributing and collecting of textbooks and other course related materials
- Participation in various DIS projects and social events
- General administrative tasks (e.g. email response, photo-copying, scanning, placing orders, etc.)
- Work closely with the head librarian, students and faculty on all library related questions
- Additionally, you will be expected to occasionally assist other departments and to carry out various DIS-wide assignments (e.g. marketing tasks and student services and projects), which will amount to no more than 20% of your working time.
- Participate on study tours
- Organize filmclub