

**CGU Stella for Staff 2024**  
*Professional Mobility Programme for Services Staff*

**PLACEMENT OFFER INTEC02**

**INFORMATION OF THE HOST UNIVERSITY**

<b>Name of institution</b>	Technological Institute of Santo Domingo.
<b>Address</b>	Av. Los Proceres 49, Los Jardines del Norte, Santo Domingo. Dominican Republic.
<b>Telephone</b>	18095679271 ext 750.
<b>Web</b>	<a href="https://www.intec.edu.do">https://www.intec.edu.do</a> .
<b>Short description</b>	The Instituto Tecnológico de Santo Domingo - INTEC (INTEC University) is a private university, providing a public, not-for-profit service, and was founded in 1972. INTEC'S curriculum offers a lot of diversity: Engineering, Business, Health, Basic Sciences, Humanities and Social Studies.

**INFORMATION OF THE PLACEMENT OFFER**

<b>Department</b>	Library.
<b>Description of activities</b>	<ul style="list-style-type: none"> <li>• Assisting users with inquiries regarding the use of library resources, including books, academic journals, and databases.</li> <li>• Helping users conduct effective information searches for their academic work.</li> <li>• Providing guidance on the use of research tools, such as specialized databases and online catalogs.</li> <li>• Developing and delivering information literacy and search skills training sessions.</li> <li>• Collaborating with faculty and departments to integrate library resources into the curriculum.</li> <li>• Keeping help resources up to date, such as research guides and online tutorials.</li> <li>• Participating in library promotion activities and reference services.</li> </ul>
<b>Working languages</b>	Spanish.
<b>Working place</b>	Library. Public Services. Reference.
<b>Mobility period</b>	To be agreed with the candidate.
<b>Length</b>	15 working days.
<b>Daily working hours</b>	6 to 8 hours per day.
<b>Supplementary contribution</b>	Airport transportation from Santo Domingo airport to the accommodation.
<b>No. of placements</b>	1.

**CURRICULAR PROFILE OF THE CANDIDATE**

<b>Academic title</b>	Master
<b>Required experience</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of academic and scientific information sources, as well as specialized databases.</li> <li>• Advanced information retrieval and search skills, including the use of boolean operators and advanced search strategies.</li> </ul>

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	<ul style="list-style-type: none"><li>• Experience in teaching information literacy skills and creating teaching support materials.</li><li>• Familiarity with current trends in academic publishing and open access.</li><li>• Effective communication skills to work with a variety of users, including students, faculty, and researchers.</li><li>• Ability to collaborate with other librarians and information professionals on projects and services.</li></ul>
<b>Required skills</b>	Management of academic databases and library management systems. Empathy, Fluency in speech. Passion for service.