

**Student Extern
(12 week position)
Maritime Knowledge Centre (Library)**

Date of Issue:	26 April 2019
Deadline for applications:	None – Rolling Applications
Entry on duty:	As arranged
Rate of pay:	Unpaid – extern to receive academic credit only
Contract information:	
<p>This is an unpaid position for an externship open to students who are looking to gain practical experience for academic credit in librarianship in a special library setting. There shall be no expectation of contract change or renewal at the end of this assignment; it is expected that the extern will return to the sponsoring academic institution for completion of his/her studies.</p> <p>In order to apply for this position, the university in which the student is enrolled must have a pre-existing mandatory or elective option for practical experience as part of its degree requirements. The student is personally responsible for obtaining the necessary visa. No living or travel expenses will be paid by the Organization.</p>	
Purpose of the Post:	
<p>The Maritime Knowledge Centre (MKC) of the Organization supports the information needs of the Secretariat and the Member States. The MKC collects resources covering maritime affairs, shipping and other subjects relevant to the work of the Organization. Its specialized collections comprise the print archives of official documents and IMO Publications.</p> <p>The MKC belongs to the global network of United Nations System Libraries sharing expertise, best practices, resources and reciprocal services.</p>	
Required competencies:	
<p>a) Experience in high level use of ILS system client and web interface, such as III Sierra; b) Experience using MARC, LC, RDA</p>	
Specific academic and professional experience:	
<ul style="list-style-type: none"> • Undergraduate degree and current enrolment (with 1 year already completed) in an ALA or CILIP accredited master's or PhD programme in library and information science or equivalent. • Course work in cataloguing and classification. • Work experience in library technical services (cataloguing) or public services. 	
Language Skills:	
<p>Full proficiency in English, including excellent drafting, presentation and communication skills. Proficiency in another of IMO's official languages is useful.</p>	
Other Skills:	
<ul style="list-style-type: none"> • Proficiency using OCLC, online library catalogues and other bibliographic tools • Proficiency using EndNote and LibGuides • Experience using MS Office applications including website administration with SharePoint • Attention to detail and accurate typing. 	

How to apply.

Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by a complete Extern Conditions and Requirements form (also available from our website www.imo.org) and should be sent to the following email address: ero@imo.org. Only applications submitted via email will be accepted. Please do **not** send applications via multiple routes.

Your application will be acknowledged **only** in the case that you are short-listed for an interview.