

## Erasmus Work Placement Offer Altınbaş University

We are currently looking for an intern to join the Erasmus Office under the Alumni Relations and Internationalization. The placement should last at least 3 months, but we prefer interns who could stay longer.

If you would you like to;

- gain job experience in a Higher Education Organization,
- develop your language, IT, communication and organizational skills
- Be part of an international and professional team
- live in a multicultural and historically important city *Istanbul*

And you have;

- good knowledge of English (B2+)
- good communication skills
- teamwork skills
- basic knowledge of Microsoft Office
- interest in the fields of International Relations and Education

### **In this case you are the person we are looking for!**

Please find below the description of duties and responsibilities of your future internship. If you are interested in the Erasmus Work Placement program, please send your “CV” and your “possible internship dates” to [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr)

### EMPLOYER INFORMATION

**Name of organization:** Altınbaş University

**Contact Person:** Zehra Güney

**Email:** [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr)

**Duration :**The placement period will last for 3/ 6 months, but prefer for interns to stay longer, if possible

**Requirements:** English – Advanced, Turkish - Intermediate (not mandatory, but preferred)

**Working Hours:** Monday-Friday, 9:30-5:00 pm

**Job description:** Helping with the application and admission procedures of exchange and Altınbaş students. Preparing data and updating excel tables. Maintaining the office environment through inventory and other administrative tasks. Assisting the operation of events of international programs and summer schools. Supporting outgoing and incoming students during

application periods and on exchange preparations. Assisting in marketing in study abroad programs by using and developing new approaches to attract more students both outgoings and incomings updating web pages

The position is an unpaid position. The student can receive an Erasmus grant from their home university or can finance their expenses by themselves.