

## **General information**

**Duration:** 2 months

**Commitment:** Full-time

**Description:** We are looking for an intern to join Erasmus Office. The placement should be at least **2 months**. The internship should start with the beginning of January

If you would like to;

- Gain job experience in a Higher Education Organisation
- Develop your language, IT, communications and organizational skills
- Be part of international and professional team

Live in a multicultural and historically city like Istanbul

And you have;

- Good knowledge of English (B2+)
- Good knowledge of the Erasmus+ Program in general
- Good communication skills
- Teamwork skills
- Basic knowledge of Microsoft Office
- Interest in the fields of International Relations and Education

## **EMPLOYER INFORMATION**

Name of Organisation: Altınbaş Univeristy

Contact mail: [icm@altinbas.edu.tr](mailto:icm@altinbas.edu.tr)

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

Working hours: Monday- Friday, 9.00- 5.00 pm.

Job description:

- Helping with the application and admission procedures for exchange and Altınbaş students.
- Preparing data and updating Excel tables.
- Maintaining the office environment through inventory and other administrative tasks.
- Assisting the events operation of international programs and summer school.
- Supporting outgoing and incoming students during application periods and exchange preparations.
- Assisting in marketing study abroad programs by using and developing new approaches to attract more students, both incoming and outgoing.Updating web pages.

**Compensation:** Please talk home University

**Years of Experience required:** No

**Link:** <https://global.altinbas.edu.tr/>

Requirements

**Languages:** English: Independent User B2

**Level of Studies:** Short cycle or equivalent