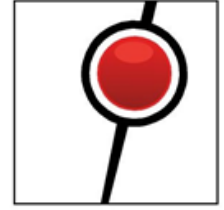


# Erasmus Work Placement Offer

International Student Advising Office  
Istanbul Bilgi University



Dear Student,

Being an intern is a great way to impress employers and provides you excellent working experience in an office environment. Besides professional skills you will gain through this experience, you will also have advantages, such as an **Erasmus mobility grant** provided by your home institution, a **meal card**, as well as **free shuttle services to BİLGİ campuses** provided by BİLGİ and last but not the least, **ECTS credits**, which can be transferred to your home university. Please find below the description of duties and responsibilities of your future internship.

**Important:** Please keep in mind that Global Talent Management Center has 3 different offices. When you are applying for traineeship please choose one among the following offices; Advising Office (our office), Erasmus Office, or Bilateral Office. Your application can only be proceeded by one of the offices.

EMPLOYER INFORMATION	
<b>Name of Organization</b>	Istanbul Bilgi University - International Student Advising Office
<b>Address</b>	Uluslararası Merkez, Eski Silahtarağa Elektrik Santrali, Kazim Karabekir Cad. No: 2/13, 34060 Eyüp, İstanbul - TURKEY
<b>Contact Person</b>	Begüm Çiçek International Student Advisor e-mail: <a href="mailto:begum.cicek@bilgi.edu.tr">begum.cicek@bilgi.edu.tr</a> Phone: 0212 311 65 16
<b>Duration</b>	From beginning of <b>July 2020</b> to end of <b>January 2021</b> (The placement period is flexible and can be discussed upon.)
<b>Requirements</b>	English - Advanced Turkish - Intermediate (not mandatory, but preferred) Arabic - Intermediate (not mandatory)
<b>Working Hours</b>	<b>Monday-Friday, 09:00 - 17:00</b>
<b>Job description</b>	Helping with the application and admission procedures of international BİLGİ students on campus and off campus. Preparing and updating excel tables. Maintaining office environment through inventory and other administrative tasks. Assisting international activities, maintaining data and organizing student files and information.

If you are interested in this position, e-mail your resume to [advising@bilgi.edu.tr](mailto:advising@bilgi.edu.tr).

International Student Advising Office