



**REPUBLIC OF TURKEY
İSTANBUL KÜLTÜR UNIVERSITY**

Erasmus Work Placement Offer in

İstanbul Kültür University

Department of International Relations

The Department of International Relations has several temporary vacancies for the position of Academic Assistant under the Erasmus+ International Credit Mobility (ICM). We strongly encourage those who are eligible to apply for the Erasmus+ ICM grant. It is designed to support and improve the competencies of candidates of future academics. Your role is to support Dr. MUZAFFER ŞENEL in providing support for his research.

Being an intern is a great way to impress employers and provides you with excellent working experience in an office environment. Besides professional skills, you will gain through this experience. Please find below the description of the duties and responsibilities of your future internship. The Department of International Relations is looking for an Academic Assistant for a fixed period starting a.s.a.p. and long-term internee preferred.

Specifications -

Location: İstanbul, Bakırköy
Function types: Support staff (Clerical, Administrative, Facility)
About employer İstanbul Kültür University Dept. of International Relations

Short link www.iku.edu.tr
Duration: Long-term internship preferred

Job Description

Tasks will be carried out by the trainee as follows:

- Assist the faculty with the field research.
- Daily News Review: Reviewing international media.
- Help to develop the teaching materials such as syllabi, visual aids, answer keys, and supplementary notes.
- Provides support for events, such as preparing info notes for interviews, and PowerPoint presentations for conferences.
- Assist with data analysis (optional)
- Help in updating the website.



REPUBLIC OF TURKEY
İSTANBUL KÜLTÜR UNIVERSITY

- Various academic duties.

Requirements

- Graduate (MA and PhD) students (Politics, International Relations and those interested in international education preferred.)
- Excellent communication and computer skills.
- Excellent writing and comprehension skills in English - competent in MS Office programmes; (Very good English language skills (If any IELTS/6,5, TOEFL/80 scores or C1 level, is an advantage)
- Highly organized, accurate and structured way of working.
- Proactive and independent working style.
- Self-starter, positive attitude, flexible, team player
- *Good command of data analysis, especially "Python" and "R" programming languages. (optional, not compulsory)*
- Interested in working in an international environment.
- The position is opened under the Erasmus+ International Credit Mobility (ICM) program.
- We strongly encourage those who are eligible to apply for the Erasmus+ ICM grant.

Conditions of Employment

We offer a position in an international, stress-free, and dynamic work environment. 1/3 of the university student body is international coming from 40 countries.

General knowledge and understanding of global politics and policies.

Contact Person

Dr. Muzaffer ŞENEL

Department of International Relations

İstanbul Kültür University

Email: m.senel@iku.edu.tr

If you are interested in this position, e-mail your resume and motivation letter to m.senel@iku.edu.tr until January 31, 2024.