



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 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.

| EMPLOYER INFORMATION | |
|----------------------|--|
| Name of Organization | Istanbul Bilgi University – International Student Advising Office |
| Address | Eski Silahtarağa Elektrik Santrali, Kazım Karabekir Caddesi, No: 2/13 Eyüp, İstanbul, Türkiye |
| Contact Person | Aysu Kayıkcı International Student Relations e-mail: aysu.kayikci@bilgi.edu.tr Phone: 0212 311 65 16 |
| Duration | From beginning of June 2024 to end of December 2024 (The placement period is flexible and can be discussed upon.) |
| Requirements | English - Advanced Arabic - Intermediate (not mandatory, but preferred) |
| Working Hours | Monday-Friday, 09:00 - 17:00 |
| Job Description | 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.

International Student Advising Office