

## Erasmus Work Placement Offer

Student Affairs 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 – Student Affairs
Address	Eski Silahtarağa Elektrik Santrali, Kazım Karabekir Caddesi, No: 2/13 Eyüp, İstanbul, Türkiye
Contact Person	Aysu Kayıkcı International Student Relations e-mail: <a href="mailto:aysu.kayikci@bilgi.edu.tr">aysu.kayikci@bilgi.edu.tr</a> Phone: 0212 311 65 16
Duration	From beginning of <b>June 2024</b> to end of <b>December 2024</b> (The placement period is flexible and can be discussed upon.)
Requirements	English – Advanced Turkish - Intermediate (not mandatory, but preferred) Arabic - Intermediate (not mandatory)
Working Hours	<b>Monday-Friday, 09:00 - 17:00</b>
Job Description	Helping with the application and admission procedures of BİLGİ students. Preparing and updating excel tables. Maintaining office environment through inventory and other administrative tasks. 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