

# 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	İstanbul Bilgi University - International Student Advising Office
Address	Uluslararası Merkez, Eski Silahtarağa Elektrik Santrali, Kazim Karabekir Cad. No: 2/13, 34060 Eyüp, İstanbul - TURKEY
Contact Person	Emel Meltem Yılmaz International Student Relations e-mail: meltem.yilmaz@bilgi.edu.tr Phone: 0212 311 76 11  Aysu Kayıkcı International Student Relations e-mail: aysu.kayikci@bilgi.edu.tr Phone: 0212 311 65 16
Duration	From beginning of June 2022 to end of November 2022 (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	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](mailto:advising@bilgi.edu.tr).

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