



Social, Humanities and Basic Sciences Accreditation and Rating Association

Erasmus+ Internship and Work Placement Offer in Social, Humanities and Basic Sciences Accreditation and Rating Association – STAR

www.star.org.tr

(Remote work is also available)

ATTENTION!

Kindly inform you that this position is opened under the auspices of the Erasmus+ program. The program is open only for Senior Undergraduate and Graduate (MA or PhD.) students who are currently enrolled in any universities of the member and candidate countries of the European Union.

Otherwise, your application will be considered null and void.

The Branch of Internationalization Committee has a temporary vacancy for an Administrative and Academic Assistant. Your role is to support Dr. Muzaffer Şenel in providing support for his research and duties.

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 Internationalization Committee is looking for an Assistant Administrative and Academic Officer for a fixed period starting a.s.a.p. and long-term internee preferred.

Specifications -

Location:	İstanbul, Şişli
Function types:	Support staff (Clerical, Administrative, Facility)
About employer	STAR

Short link	www.star.org.tr
Duration:	Long term internship preferred

Job description

Tasks will be carried out by the trainee as followings:

- Assist to the staff with the field research.
- Help to develop the teaching materials such as syllabi, visual aids, supplementary notes etc...
- Assist to data collection and analysis (optional)



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- Provides support for events, such as preparing info notes for interviews, PowerPoint presentations for conferences.
- Help in updating the website.
- Various academic duties.

Requirements

- Graduate (MA and PhD) students (Politics, international relations and related programs preferred.)
- Excellent communication and computer skills.
- Good command of data analysis, especially “Python” and “R” programming languages.
- 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
- Interested in working in an international environment.

Conditions of employment

We offer a position in an international and dynamic work environment.

General knowledge and understanding of global politics policies, internationalization of education, accreditation, and rating in higher education.

Contact Person

Dr. Muzaffer ŞENEL

Internationalization Committee

STAR

Email: international@star.edu.tr

If you are interested in this position, e-mail your resume and motivation letter to muzaffers@gmail.com until April 30, 2024.