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**Erasmus Office Intern Position**

**Work Placement Offer**

The Erasmus Office is part of the Global Talent Management Center of Istanbul Bilgi University. We are advising and assisting incoming and outgoing students with **all questions related to their Erasmus mobility** as well as organizing informational events for them. Our institution offers a position to all students who are interested in doing an internship in a **multicultural and international** **environment** set in the context of higher education. You will have the opportunity to gain many professional skills during your experience, including **skills in consultancy, communication and language improvement**. Depending on your study programme, you may also receive **ECTS credits** that can be transferred to your home university.Our institution will be providing you with **a meal card and free shuttle services** from central points of the city to the several Bilgi campuses. If interested, you may also take part in **a free Turkish course** at BİLGİ. Apart from that, we rely on students to **receive the Erasmus grant** **from their home institution**, which will significantly facilitate their stay abroad and covers approximately half of the costs of travel and accommodation.

**Only trainees with an internship grant will be accepted. Internships are not paid by our office and offers from students to work for free will be rejected.**

Please find below the description of the duties and responsibilities of our offer. If you are interested in our institution, please send **your CV along with your possible internship dates to** **incoming-intern@bilgi.edu.tr** **or** **erasmus@bilgi.edu.tr**

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| EMPLOYER INFORMATION  |
| Name of organization  | Istanbul Bilgi University / Global Talent Management Center - **Erasmus Office**  |
| Address | Erasmus Ofis, Eski Silahtarağa Elektrik Santrali, Kazim Karabekir Cad. No: 2/13, 34060 Eyüp - İstanbul TURKEY |
| Contact Person  | Gözde Topraktepe Email: incoming-intern@bilgi.edu.tr Tel: + 90 212 311 7191Website: <https://www.bilgi.edu.tr/en/international/global-talent-management-center/>  |
| Duration | The placement period will last at least 3 months, but interns who are available for a longer period of time will be prioritized. |
| Requirements | English - AdvancedTurkish - Intermediate (not mandatory, but preferred) |
| Working Hours | Monday-Friday, 09:00-17:00  |
| Job description | Selected students will be responsible for helping with application and admission procedures for international and BILGI students; preparing data and updating excel tables; maintaining the office environment by monitoring inventories and other administrative tasks; assisting with the operation of events of exchange and international programs; supporting outgoing and incoming students in their preparations for exchanges; assisting with the marketing of study abroad programs by developing new approaches to attract more incoming and outgoing students; organizing face-to-face consultations with students regarding visa/residence permit applications; cooperating with international institutions and developing new networks; and updating and monitoring university databases. |
| Free shuttle services | Shuttle services goes from: Beşiktaş(In front of Vakıfbank), Trump Towers(Kuştepe), Dolapdere, Halıcıoğlu, Pangaltı(Next to Ramada Hotel)For the shuttle hours follow <https://www.bilgi.edu.tr/en/life-at-bilgi/transportation/shuttle/> |