

Erasmus+ Student Traineeship

EMPLOYER INFORMATION	
Name of organisation	İSTANBUL ŞEHİR UNIVERSITY International Relations Office
Address inc post code	Orhantepe Mahallesi, Turgut Özal Bulvarı, No: 21, Dragos, Kartal, İstanbul, Turkey
Telephone	+90 216 559 9994
Fax	+90 216 474 53 53
E-mail	iro@sehir.edu.tr / erasmus@sehir.edu.tr
Website	www.sehir.edu.tr
Number of employees	7
Short description of the company	<p>Istanbul Şehir University (ŞEHİR) is a non-profit, state-recognized higher education institution established by the Foundation for Sciences and Arts (Bilim ve Sanat Vakfı / BSV) in 2008. Its founder BSV is a renowned NGO functioning for more than 30 years in the field of social sciences, organizing many international and national academic activities and free seminars in related areas. Istanbul Şehir University is a leading university, making Turkey a center for attraction in the field of education both in its region and in the World. Within this context, the University has taken important steps in internationalization and created a multi-cultural atmosphere embracing the differences. As of 2017- 2018 Academic Year, the university has 700 international undergraduate students from 80 different countries and a wide range of student exchange programmes in partner universities and placement opportunities abroad.</p> <p>ŞEHİR Dragos Campus is in the heart of the city and at the junction point of land and sea routes, is the greenest universities in Turkey.</p>
CONTACT DETAILS	
Contact person for this traineeship	Vüsale Gahramanlı
Department and designation / job title	International Relations Office/ Assistant Specialist
Direct telephone number	+90 216 559 9994
E-mail address	erasmus@sehir.edu.tr
Application Procedure	
Who to apply to (including contact details)	International Relations Office erasmus@sehir.edu.tr
Deadline for applications	January 15, 2018
Application process	Please send your CV along with a Motivation letter by email
Other	NOTE: The start and finish time of the internship can be flexible and changed upon the request of the intern student (but with the min. stay of 6 months)

PLACEMENT INFORMATION	
Department / Function	Assistant for Erasmus Program in the International Relations Office
Description of activities	<p>The main duties of this role include assisting for Erasmus+ program. The potential intern would assist in the organisation and administration of student exchange within the Erasmus+ Program for incoming and outgoing students.</p> <p>Also some marketing related tasks within exchange programs.</p> <p>This is a great opportunity for any students who are interested in gaining some international work experience in a very friendly and open office environment.</p>
Location	Orhantepe Mahallesi, Turgut Özal Bulvarı, No: 21, Dragos, Kartal, İstanbul, Turkey
Start Date	February 1, 2018
Duration	6 months
Working hours per week	35 hrs
Accommodation (please select)	<input type="checkbox"/> Accommodation will be provided <input checked="" type="checkbox"/> We can assist with finding accommodation <input checked="" type="checkbox"/> Financial Support for meal will be provided. (260 TL/per month.)

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	Proficient in English with good written ability
Computer skills and level of skills required	MS Office, Excel, Power Point and Outlook