

Erasmus Work Placement Offer



Istanbul
Bilgi University

LAUREATE INTERNATIONAL UNIVERSITIES

In Erasmus office of Istanbul Bilgi University

The Work Placement Program is a great way to impress employers and provides you excellent working experience in an office environment. Besides the professional skills that you will gain during this experience, you will also benefit from advantages such as an **Erasmus mobility grant** provided by your home institution, a **meal card**, **free shuttle services to Bilgi campuses** provided by BILGI, and, last but not least, **ECTS credits** which can be transferred to your home university. Erasmus interns will not generate any financial reimbursements for the department. The intern may receive an Erasmus mobility grant to partly cover the costs of travel and accommodation. Erasmus mobility grants are managed by the intern's home university. Please find below the description of duties and responsibilities for your future internship. If you are interested in the Erasmus Work Placement program, please send your **CV** and your **possible internship dates** to: incoming-intern@bilgi.edu.tr

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	Gozde Topraktepe Email: incoming-intern@bilgi.edu.tr Tel: + 90 212 311 7195 Website: www.bilgi.edu.tr/en
Duration	The placement period will last at least 4 months, but interns who are available for a longer period will be preferred
Requirements	English - Advanced Turkish - Intermediate (not mandatory, but preferred)
Working Hours	Monday-Friday, 09:00-17:00
Job description	Helping with the application and admission procedures of international and BILGI students. Preparing data and updating excel tables. Maintaining the office environment through inventory and other administrative tasks. Assisting the operation of events of exchange and international programs. Supporting outgoing and incoming students during application periods and on exchange preparations. Assisting in marketing in study abroad programs by using and developing new approaches to attract more students both outgoing and incoming, and updating the databases.
Free shuttle services	santralistanbul <> Beşiktaş santralistanbul <> Kuştepe-Trump Towers santralistanbul <> Dolapdere santralistanbul <> Halicioğlu santralistanbul <> santralistanbul Annex santralistanbul <> Pangaltı (Next to Ramada Hotel - In front of Finansbank) For the shuttle hours follow https://www.bilgi.edu.tr/en/life-at-bilgi/transportation/shuttle/

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Address	Santral Kampüs, Eski Silahtarağa Elektrik Santrali, Kazim Karabekir Cad. No: 2/13, 34060 Eyüp - İstanbul TURKEY
Contact Person	Gözde Topraktepe Email: incoming-intern@bilgi.edu.tr Website: www.bilgi.edu.tr/en
Duration	The placement period will last at least 4 months, but interns who are available for a longer period will be preferred.
Requirements	English - Advanced Turkish - Intermediate (not mandatory, but preferred)
Working Hours	Monday-Friday, 09:00-17:00
Job description	Chosen student will be responsible for creating, editing and managing content for the school's web presence. The intern is expected to be experienced at Photoshop and video-making tools to an advanced level, able to manage social pages such as Instagram and Facebook and compose newsletters and leaflets for events. They will assist the operation of events of the international centre; support outgoing and incoming students during application periods and on exchange preparations; assist with the marketing of study abroad programs using and developing new approaches to attract more incoming and outgoing students; and creating social media content.
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