

# Placement Offer Form

EMPLOYER INFORMATION	
DEPARTMENT/UNIT/CENTER	INTERNATIONAL OFFICE
Name of organization Erasmus ID Code	ISTANBUL KÜLTÜR UNIVERSITY TR ISTANBU19
Address	International Office İstanbul Kültür University 5. Floor, Room 5B-12/14 Ataköy Campus Bakırköy
Postal Code	34156
City	ISTANBUL
Country	TURKEY
Telephone	+90 212 498 41 41
Fax	
E-mail	<a href="mailto:erasmus@iku.edu.tr">erasmus@iku.edu.tr</a>
Website	<a href="http://www.iku.edu.tr/ENG/uluslararasi.php">http://www.iku.edu.tr/ENG/uluslararasi.php</a>
Number of employees	8
Year of foundation	1997
Contact person	Tuğba Güven
Department / Function	International Office Erasmus+ Training Mobility
Direct telephone number	+90 212 498 40 35
Direct e-mail address	<a href="mailto:t.guven@iku.edu.tr">t.guven@iku.edu.tr</a>
Short Description of the Company	Istanbul Kültür University is a foundation university founded as public corporation. Since its foundation in 1997, Istanbul Kültür University has been dedicated to play a constructive role in the formation of a transnational European education space through spreading scientific knowledge about European integration and facilitating intercultural encounters. This involves institutional

	<p>awareness and support of the Lisbon Strategy as well as the Bologna Process.</p> <p>Since 2007, within the scope of Erasmus Placement Program, many students from IKU successfully completed their internships at the companies/institutions located in the European Union member states while receiving Erasmus Placement students from different European universities.</p>
<b>PLACEMENT INFORMATION</b>	
Department / Function	International Office
Description of activities	<ul style="list-style-type: none"> <li>❖ Administrative support for <ul style="list-style-type: none"> <li>➤ Document preparation and filing</li> <li>➤ Outgoing and Incoming student organizations</li> <li>➤ Outgoing and incoming documents processes</li> </ul> </li> <li>❖ Updating the website</li> <li>❖ Data entry to electronic media</li> <li>❖ Support during International institutions and committee visits</li> <li>❖ Support for office inventory</li> </ul>
Duration	Min. 2 months Max. 12 months (Long time internship is preferable)
Working hours / Weekly hours	Full time (09:00-18:00)
City	ISTANBUL
Help with finding Accommodation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Contribution	<input type="checkbox"/> Yes (if Yes, please specify the amount) <input checked="" type="checkbox"/> No
Other	Additional contributions will be discussed after applications received.
<b>REQUIREMENTS</b>	
Fields of Study	Social Sciences are preferable (All fields can apply)
Oral and written language skills	<input checked="" type="checkbox"/> English (level: Advanced) <input type="checkbox"/> German (level:        ) <input type="checkbox"/> Other ...Turkish if possible...(Please specify)
Computer skills	General computer skills (Windows, Internet, Office 2010, Wordpress, Research Skills)
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No