

Placement Offer Form

EMPLOYER INFORMATION	
DEPARTMENT/UNIT/CENTER	EUROPEAN AND INTERNATIONAL CENTER
Name of organization Erasmus ID Code	ISTANBUL KÜLTÜR UNIVERSITY TR ISTANBU19
Address	Avrupa ve Uluslararası İlişkiler Merkezi İstanbul Kültür Üniversitesi 5. Kat, Oda 5C-12/14 Ataköy Kampüsü Bakırköy
Postal Code	34156
City	ISTANBUL
Country	TURKEY
Telephone	
Fax	
E-mail	eic@iku.edu.tr
Website	www.iku.edu.tr/eic
Number of employees	6
Year of foundation	1997
Contact person	Hazal Altunkulp
Department / Function	European and International Center Erasmus Training Mobility
Direct telephone number	+90 212 498 4888
Direct e-mail address	h.altunkulp@iku.edu.tr
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

	<p>spreading scientific knowledge about European integration and facilitating intercultural encounters. This involves institutional awareness and support of the Lisbon Strategy as well as the Bologna Process. Academic education and research at IKU is conducted through 24 programs in 7 faculties, 19 programs in 3 vocational schools, as well as 40 Graduate Programs at 2 institutes. In total, 11000 students are enrolled in those programs.</p> <p>Since 2007, within the scope of Erasmus Placement Program, 93 students from IKU successfully completed their internships at the companies/institutions located in the European Union member states and IKU received 27 Erasmus Placement students from different European universities.</p>
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PLACEMENT INFORMATION

Department / Function	European and International Center
Description of activities	<ul style="list-style-type: none"> ❖ Administrative support for <ul style="list-style-type: none"> ➤ Document preparation and filing ➤ Outgoing and Incoming student organizations ➤ Outgoing and incoming documents processes ❖ Updating the website ❖ Data entry to electronic media ❖ Support during International institutions and committee visits ❖ Support for office inventory
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	

REQUIREMENTS

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)
Drivers license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other	