

# Maltepe University

## Erasmus Placement Offer

Istanbul – Turkey



### Employer Information:

#### T.C. Maltepe University

#### Alumni and Career Research Centre (MİKAM)

Marmara Education Village  
34857 Maltepe Istanbul Turkey

Tel: 0090 216 626 10 50-2580

Fax: 0090 216 626 11 34

e-mail: [seden.anlar@maltepe.edu.tr](mailto:seden.anlar@maltepe.edu.tr)

web: <http://mikam.maltepe.edu.tr/>

Maltepe University is a private university which is founded in 1997 in Istanbul and has over 8000 students. Maltepe University has extended Erasmus charter and has important potential for lifelong education programmes within Erasmus programme and realising for several years from all over the Europe by sending or incoming students and staff exchanges. Maltepe University has nine (9) faculties: education, art and sciences, fine arts, law, economics and administrative science, communication, architecture, engineering and medicine. Maltepe University has also post graduate programmes for science and social sciences with many vocational schools together as well. In Bologna process, The Maltepe University has prepared its ECTS information package to facilitate the procedures for Erasmus programmes.

#### MİKAM

MİKAM is one of our institutional centres for doing researches for graduated students in many fields for jobs so works as human resource centre. It has huge potential and counselling service for students to start with right point of their career steps. Also MİKAM has wide range collaboration in the meaning of many projects with local or international companies in Turkey.

### Placement Contact Details:

#### Mr. Ali Ozcan

General Coordinator of Alumni and Career Research Department (MİKAM)

e-mail: [aliozcan@maltepe.edu.tr](mailto:aliozcan@maltepe.edu.tr)

#### Ms. Seden Anlar

International Unit Supervisor of Alumni and Career Research Department (MİKAM)

e-mail: [seden.anlar@maltepe.edu.tr](mailto:seden.anlar@maltepe.edu.tr)

## **Application Procedures:**

Please kindly send us **euro pass CV** included picture and an **intention letter** by following e-mail. There is **no deadline** but in the frame of Erasmus placements the candidates should have **minimum 3 months** placement period.

## **Placement Information:**

We are searching for interns who will take place in Alumni and Career Research CENTRE; the candidates are to work in process of increasing relations between companies and our department.

**- Candidates can be from any study field (Business, Computer Sciences, International Relations, International Trade and Logistics, Graphic and Multimedia arts, Economics etc.)**

**Placement location:** Maltepe- Istanbul (P.O. 34857-Asian Side)

**Start Date:** In any time

**Working hours per week:** to be negotiated

**Accommodation:** we have dorms in campus and monthly price is 300 € or in any other case we can assist in finding new alternatives.

**Financial aid:** There is not any financial aid by us but the lunch meals are free of charge for interns.

## **Competencies, skills, experience:**

The candidates should be qualified by  
**Fluent spoken and written English,**  
**Turkish is not must but an advantage,**  
**Web Design knowledge is not must but an advantage,**  
**MS Office Programmes should be well known,**  
**Experience in multicultural working environments.**

Other requirements are:

**Strict social skills,**

**Outstanding reporting skills,**

**Being cooperative and tendency to team work,**

**Operative skills,**

**Good negotiation skills,**

**Able to work in team etc.**

**Candidates should have an international working or education experience.**

(P.s) the candidates can attend Turkish courses in case of programme is opened.

The candidates shall send their application documents (CV, Intention letter) to:

[erasmus@maltepe.edu.tr](mailto:erasmus@maltepe.edu.tr)