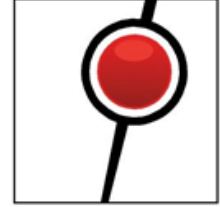


Erasmus Work Placement Offer

In International Student Advising Office of Istanbul Bilgi University



Dear Student,

Being an intern is a great way to impress employers and provides you excellent working experience in an office environment. Besides professional skills you will gain through this experience, you will also have advantages, such as an **Erasmus mobility grant** provided by your home institution, a **meal card**, as well as **free shuttle services to Bilgi campuses** provided by BILGI and last but not the least, **ECTS credits**, which can be transferred to your home university. Please find below the description of duties and responsibilities of your future internship.

EMPLOYER INFORMATION	
Name of organization	Istanbul Bilgi University / International Student Advising office
Address	ÇSM binası, Z-110, Eski Silahtarağa Elektrik Santrali, Kazim Karabekir Cad. No: 2/13, 34060 Eyüp – İstanbul TURKEY
Contact Person	Mrs. Burçak Başaran International Student Advising Office Team Manager e-mail: burcak.basaran@bilgi.edu.tr Phone: 0212 311 64 35
Duration	From October 2015 to March 2016 (The placement period will last for 6 months, but prefer for interns to stay longer, if possible)
Requirements	English - Advanced Turkish - Intermediate (not mandatory, but preferred)
Working Hours	Monday-Friday, 9:00-5:00pm
Job description	Helping with the application and admission procedures of international BILGI students on campus and off campus. Preparing and updating excel tables. Maintaining office environment through inventory and other administrative tasks. Assisting international activities, maintaining data and organizing student files and information.

If you are interested in this position, e-mail your resume to Burcak.basaran@bilgi.edu.tr until March 16, 2016.

Best regards,

International Student Advising Office