



## Intern at the Altınbaş University Erasmus Office

Business Studies and/or Management Science,  
Languages and Philological Sciences, Social Sciences

### Erasmus & Exchange Office

Turkey, Istanbul

**Period:** 1 Feb, 2025 to 31 Jul, 2025

**Deadline:** 15 Jan, 2025

### **General information**

**Duration:**

6 months

**Commitment:**

Full-time

**Description:**

We are looking for an intern to join Erasmus and Internationalization Office . The placement should be at least 3 months with a maximum duration of 6 months. The internship should start in the beginning of February.

If you would like to;

- Gain job experience in a Higher Education Organisation
- Develop your language, IT, communications and organisational skills
- Be part of international and professional team
- Live in a multicultural and historically city like Istanbul

And you have;

- Good knowledge of English (B2+)
- Good knowledge of the Erasmus+ Program in general
- Good communication skills
- Teamwork skills
- Basic knowledge of Microsoft Office
- Interest in the fields of International Relations and Education

## EMPLOYER INFORMATION

Name of Organisation: Altinbaş University

Contact mail: [erasmus.asistan@altinbas.edu.tr](mailto:erasmus.asistan@altinbas.edu.tr) / [erasmus@altinbas.edu.tr](mailto:erasmus@altinbas.edu.tr)

Duration: The placement period will last for 3- 6 months

Requirements: **English- Advanced**, Turkish- Intermediate (not mandatory, but preferred)

Working hours: Monday- Friday, 9.30- 5.30 pm.

Job description:

- Helping with the application and admission procedures for exchange and Altinbaş students.
- Preparing data and updating Excel tables.
- Maintaining the office environment through inventory and other administrative tasks.
- Assisting the events operation of international programs and summer school.
- Supporting outgoing and incoming students during application periods and exchange preparations.
- Assisting in marketing study abroad programs by using and developing new approaches to attract more students, both incoming and outgoing.
- Updating web pages.

The position is unpaid. The student can receive the Erasmus grant from their home University.

<https://global.altinbas.edu.tr/>