**Erasmus+ Student Traineeship**

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| **EMPLOYER INFORMATION** | |
| Name of organisation | İSTANBUL ŞEHİR UNIVERSITY  International Relations Office |
| Address inc post code | Kuşbakışı Caddesi No:27 34662 Altunizade Üsküdar İstanbul Turkey |
| Telephone | + 90 44 44 0 34 |
| Fax | +90 216 474 5353 |
| E-mail | [iro@sehir.edu.tr](mailto:iro@sehir.edu.tr) / [erasmus@sehir.edu.tr](mailto:erasmus@sehir.edu.tr) |
| Website | www.sehir.edu.tr |
| Number of employees | 5 |
| Short description of the company | İstanbul Şehir University (ŞEHİR) is a non-profit, state-recognized higher education institution established by the Foundation for Sciences and Arts (Bilim ve Sanat Vakfı / BSV) in 2008. Its founder BSV is a renowned NGO functioning for more than 30 years in the field of social sciences, organizing many international and national academic activities and free seminars in related areas. İstanbul Şehir University is a leading university, making Turkey a center for attraction in the field of education both in its region and in the World. Within this context, the University has taken important steps in internationalization and created a multi-cultural atmosphere embracing the differences. As of 2014- 2015 Academic Year, the university has 447 international undergraduate students from 68 different countries and a wide range of student exchange programmes in partner universities and placement opportunities abroad.  There are three campuses in Altunizade, East, West and South. Altunizade Campuses are at the center of the main transportation artery, at walking distance to bus and metrobus stations and at the Anatolian Side exit of Bosphorus Bridge. |
| **CONTACT DETAILS** | |
| Contact person for this  traineeship | Hande BALTACI |
| Department and  designation / job title | International Relations Office/ Director |
| Direct telephone number | +904444034 |
| E-mail address | [erasmus@sehir.edu.tr](mailto:erasmus@sehir.edu.tr) |
| **Application Procedure** | |
| Who to apply to (including  contact details) | International Relations Office  [erasmus@sehir.edu.tr](mailto:erasmus@sehir.edu.tr) |
| Deadline for applications | **10 March 2016** |
| Application process | Please send your CV along with a Motivation letter by email |
| Other |  |

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| **PLACEMENT INFORMATION** | |
| Department / Function | Assistant for Erasmus Program in the International Relations Office |
| Description of activities | The main duties of this role include assisting for Erasmus+ program. The potential intern would assist in the organisation and administration of student exchange within the Erasmus+ Program for incoming and outgoing students.  Also some marketing related tasks within exchange programs.  This is a great opportunity for any students who are interested in gaining some international work experience in a very friendly and open office environment. |
| Location | İstanbul Şehir Üniversitesi, Kuşbakışı Caddesi No:27 34662 Altunizade Üsküdar Istanbul TURKEY |
| Start Date | 1 April 2016 |
| Duration | 3-6 months |
| Working hours per week | 35 hrs |
| Accommodation (please  select) |  Accommodation will be provided  ☑We can assist with finding accommodation  ☑ Financial Support for meal will be provided. (260 TL/per month.) |

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| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** | |
| Languages and level of  competence required | Proficient in English with good written ability |
| Computer skills and level  of skills required | MS Office, Excel, Power Point and Outlook |