**ERASMUS WORK PLACEMENT**

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| **EMPLOYER INFORMATION** |
| Organization | Gazi UniversityOne of the oldest and largest public universities in Turkey, located in the capital city, Ankara. |
| Address | Gazi University, Erasmus Coordination Office, 06500Ankara,TURKEY |
| Telephone | 003122022082 |
| E-mail | erasmus@gazi.edu.tr |
| Website | [www.erasmus.gazi.edu.tr](http://www.erasmus.gazi.edu.tr/) |

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| **CONTACT DETAILS** |
| Contact people for thisplacement | Assoc. Prof. Dr. Ufuk KOCA ÇALIŞKANHande ATA GÜREŞEN, Erasmus Specialist |
| Department | Erasmus Coordination Office |
| Direct telephone number | +90 312 202 2082 |
| E-mail addresses | kufuk51@gazi.edu.trhandeata@gazi.edu.tr |

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| **PLACEMENT INFORMATION** |
| Function of the Department | Erasmus Programme |
| Description of activities | Helping Incoming Erasmus Students,Organizing Documents of Outgoing Erasmus Students, Corresponding any kind of Erasmus documents, Assisting to Office Staff |
| Location | Ankara, TURKEY |
| Duration | Min. 62 days, max. 6 months |

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| Working hours per week: | Full time |
| Start Date: | At any time |
| Accommodation: | Not provided |
| Application Procedure: | Please kindly send your CV with photo and an intention letter tokufuk51@gmail.com handeata@gazi.edu.tr |

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| **COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS** |
| Languages and level ofcompetence required | Good command of written and spoken EnglishUnderstanding and speaking Turkish on a beginner level |
| Computer skills and level ofskills required | Excellent command of office software – Word, Excel, PowerPointetc. |
| Other | Excellent social skills, being cooperative and tendency to teamwork, operative |