**Placement Offer Form**

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| **EMPLOYER INFORMATION** |
| **DEPARTMENT/UNIT/CENTER** |  | **EUROPEAN AND INTERNATIONAL CENTER** |
| Name of organizationErasmus ID Code | ISTANBUL KÜLTÜR UNIVERSITYTR ISTANBU19 |
| Address | Avrupa ve Uluslararası İlişkiler Merkeziİstanbul Kültür Üniversitesi5. Kat, Oda 5C-12/14Ataköy KampüsüBakırköy |
| Postal Code | 34156 |  |
| City | ISTANBUL |
| Country | TURKEY |
| Telephone | 0090 212 498 41 41 |
| E-mail | eic@iku.edu.tr |
| Website | [www.iku.edu.tr/eic](http://www.iku.edu.tr/eic) |
| Number of employees | 6 |  |
| Year of foundation | 1997 |  |
| Contact person | Hazal Altunkulp |
| Department / Function | European and International CenterErasmus Training Mobility |
| Direct telephone number | +90 212 498 4888 |
| Direct e-mail address | h.altunkulp@iku.edu.tr |
| Short Description of the Company | Istanbul Kültür University is a foundation universityfounded as public corporation. Since its foundation in1997, Istanbul Kültür University has been dedicated to play a constructive role in the formation of a transnational European education space through spreading scientific knowledge about European integration and facilitating intercultural encounters. This involves institutional awareness and support of the Lisbon Strategy as well as the Bologna Process. Academic education and research at IKU is conducted through 24 programs in 7 faculties, 19 programs in 3 vocational schools, as well as 40 Graduate Programs at2 institutes. In total, 11000 students are enrolled in those programs.Since 2007, within the scope of Erasmus Placement Program, 93 students from IKU successfully completed their internships at the companies/institutions located in the European Union member states and IKU received27 Erasmus Placement students from differentEuropean universities. |

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| **PLACEMENT INFORMATION** |
| Department / Function | European and International Center |
| Description of activities |  Administrative support for Document preparation and filing Outgoing and Incoming student organizations Outgoing and incoming documents processes Updating the website Data entry to electronic media Support during International institutions and committee visits Support for office inventory |
| Duration | Min. 2 months Max. 12 months(Long time internship is preferable) |
| Working hours / Weekly hours | Full time (09:00-18:00) |
| City | ISTANBUL |
| Help with findingAccommodation | Yes |
|  |  | No |
| Financial Contribution | Yes (if Yes, please specify the amount) |
|  |  | No |
| Other |  |
| **REQIUREMENTS** |
| Fields of Study | Social Sciences are preferable(All fields can apply) |
| Oral and written language skills | English (level: Advanced)German (level: )Other …Turkish if possible...(*Please specify)* |
| Computer skills | General computer skills (Windows, Internet, Office 2010) |
| Drivers license | Yes |
|  |  | No |
| Other |  |