

## ERASMUS+ TRAINEESHIP OFFER

EMPLOYER INFORMATION	
NAME OF ORGANISATION	Nisantasi University
ADDRESS	Hasbahçe Cad. No.88, Kağıthane
POSTAL CODE	34406
CITY	Istanbul
COUNTRY	Turkey
TELEPHONE	+90 212 210 1010
FAX	+90 212 565 2525
E-MAIL	<a href="mailto:erasmus@nisantasi.edu.tr">erasmus@nisantasi.edu.tr</a>
WEBSITE	<a href="http://www.nisantasi.edu.tr">www.nisantasi.edu.tr</a>
NUMBER OF EMPLOYEES	International Office: 9 (full time + part time) University wide: approximately 1200

CONTACT DETAILS	
CONTACT PERSON	Egemen KIR
DEPARTMENT / FUNCTION	International Office / Vice Coordinator of Erasmus+ Office
DIRECT TELEPHONE NUMBER	+90 212 210 1010 - 1940
E-MAIL	<a href="mailto:egemen.kir@nisantasi.edu.tr">egemen.kir@nisantasi.edu.tr</a>

PLACEMENT INFORMATION	
DEPARTMENT / FUNCTION	The International Office is service department for International Affairs of Nisantasi University. Its aim is to facilitate and foster international contacts for the benefit of students, faculty and friends of the University alike.
DESCRIPTION OF ACTIVITIES AND TASKS	<ul style="list-style-type: none"><li>- General office work mostly in English (telephone, e-mail, post,...)</li><li>- Updating Online Database, Updating Homepage</li><li>- Preparation and checking of documents (related to student exchange)</li><li>- Internet research</li><li>- Basic student advice</li></ul>

	- Guest assistance and support
<b>START DATE</b>	February
<b>DURATION</b>	6 months (till July)
<b>WORKING HOURS PER WEEK</b>	30 hours a week, working hours on agreement
<b>HELP WITH FINDING ACCOMMODATION</b>	We can help you in finding a room in a students' dormitory or apartment.
<b>PAYMENT OR OTHER BENEFITS</b>	Unfortunately Nisantasi University cannot pay any salary. Please inquire about an e.g. Erasmus+ placement scholarship or national scholarship at the international office of your home university.

<b>REQUIREMENTS</b>	
<b>REQUESTED PROFILE OF THE ERASMUS STUDENT</b>	We prefer students who study at the department of International Relations or Studies but other study areas can be acceptable too.
<b>ORAL AND WRITTEN LANGUAGE SKILLS AND LEVEL OF SKILLS REQUIRED</b>	Good command of English (equivalent to level B2 or above)
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>- Computer literate – Microsoft packages</li> <li>- Experienced in office work</li> <li>- Ability to work in a team</li> <li>- A quick learner who is accurate and reliable</li> </ul>
<b>DRIVER'S LICENSE</b>	No need

<b>Other</b>	
<b>APPLICATION DEADLINE</b>	15 <sup>th</sup> of January, 2017
<b>REQUIRED DOCUMENTS (CV, motivation letter, etc.)</b>	Please send your CV and letter of motivation per e-mail to <a href="mailto:erasmus@nisantasi.edu.tr">erasmus@nisantasi.edu.tr</a>