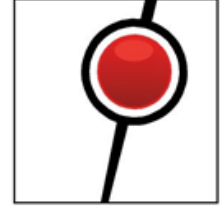


Erasmus Work Placement Offer

In International Student Advising Office of Istanbul Bilgi University



Dear Student,

Being an intern is a great way to impress employers and provides you excellent working experience in an office environment. Besides professional skills you will gain through this experience, you will also have advantages, such as an **Erasmus mobility grant** provided by your home institution, a **meal card**, as well as **free shuttle services to Bilgi campuses** provided by BILGI and last but not the least, **ECTS credits**, which can be transferred to your home university. Please find below the description of duties and responsibilities of your future internship.

EMPLOYER INFORMATION	
Name of organization	İstanbul Bilgi University / Career Center/On Campus Student Employment(Working Student Program)
Address	ÇSM binası, Z-110, Eski Silahtarağa Elektrik Santrali, Kazim Karabekir Cad. No: 2/13, 34060 Eyüp – İstanbul TURKEY
Contact Person	Mrs. Sema Bozkır Career Center, On Campus Student Employment Coordinator e-mail: semab@bilgi.edu.tr Phone: 0212 311 64 51
Duration	From September or October 2015 to May or June 2016
Requirements	English - Advanced Turkish – Advanced , Intermediate acceptable
Working Hours	Monday-Friday, 9:00-5:00pm
Job description	Helping with the application and legal procedures of working student applicants on campus. Following regular office procedures and the helping with working students. Preparing and updating excel tables and other office administrative tasks. Assisting work placement and work exit processes of students on campus. Organizing student files.

If you are interested in this position, e-mail your resume to semab@bilgi.edu.tr until March 16, 2016.

Best regards,