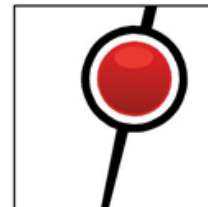


# Erasmus Work Placement Offer

## In Erasmus office of Istanbul Bilgi University



Dear Student,

The Work Placement Program 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	Istanbul Bilgi University /International Center
Address	Erasmus Ofisi, ÇSM binası, Eski Silahtarağa Elektrik Santrali, Kazim Karabekir Cad. No: 2/13, 34060 Eyüp - İstanbul TURKEY
Contact Person	Ms. Zeynep Ezgi Erdem Email: <a href="mailto:erasmus@bilgi.edu.tr">erasmus@bilgi.edu.tr</a> Tel: 90 212 311 5217 Website: <a href="http://www.bilgi.edu.tr/en">www.bilgi.edu.tr/en</a>
Duration	From October/November 2015 to April/May 2016 or from April 2016 to September 2016 (The placement period will last for 6 months, but prefer for interns to stay longer, if possible)
Requirements	English - Advanced Turkish - Intermediate (not mandatory, but preferred)
Working Hours	Monday-Friday, 9:00-5:00pm
Job description	Helping with the application and admission procedures of international and BILGI students. Preparing and updating excel tables. Maintaining office environment through inventory and other administrative tasks. Assisting the operation of events of international programs and summer schools. Maintaining data and organizing student files and information.

If you are interested in the Erasmus Work Placement program, please send your “**resume**” and your “**possible internship dates**” to [erasmus@bilgi.edu.tr](mailto:erasmus@bilgi.edu.tr) for the first period (October-April) until **September 30, 2015** and for the second period (April-September) until **March 29, 2016**.

Best regards,

Erasmus Office  
Istanbul Bilgi University