

Ankara University
EU Educational Programmes Office
Erasmus Internship Offer

About Hosting Organization	
Name of Organization	Ankara University
Name of Unit	EU Educational Programmes (Erasmus) Office
Short Description of Unit	Our unit is responsible for the coordination of Erasmus+ Programme KA 103 and KA 107 (student and staff mobilities for higher education) activities.
Legal Status	Public University
Nature of Working	Assistant Staff
Contact	Mr. Onur HOŞNUT
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Phone	+90312 212 60 40 / 2293 - 2283
Fax	+90312 380 03 33
E-mail	erasmus@ankara.edu.tr
E-mail 2	euoffice@ankara.edu.tr
Webpage	Erasmus.en.ankara.edu.tr
Application deadline	1 st June 2017

Profile of applicants	
Studies	(graduated or studying) <ul style="list-style-type: none"> - International Relations - Education Sciences - Language Departments
Language	English (required) Turkish (preferably)
Age	20-28
Other requirements	- be able to work 7 hours x 5 days / week - communication skills - basic office computer programmes
Number of Candidates	- 3

Internship	
Title	Office Assistant
Duration	At least 2 months
Tasks and Responsibilities	Applicant will be involved in; <ul style="list-style-type: none"> - Helping with daily affairs of the Office, - Advisoring to incoming and outgoing Erasmus students,

	<ul style="list-style-type: none"> - Preparations of documents for residence permit of foreign students, - Translation of some documentations, brochures, leaflets.
Working Hours & Days	9 – 17 MON-FRI
Financial Contribution	No
Accommodation	May be provided at student dormitory with reasonable price
Off Days	5 days holiday during July + weekends