

# Erasmus Work Placement Offer



Istanbul  
Bilgi University

LAUREATE INTERNATIONAL UNIVERSITIES

## In Erasmus office of Istanbul Bilgi University

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. Erasmus interns will not generate any financial reimbursements for the department. The intern may receive an Erasmus mobility grant to partly cover the costs of travel and accommodation. Erasmus mobility grants are managed by the intern's home university. Please find below the description of duties and responsibilities of your future internship. If you are interested in the Erasmus Work Placement program, please send your **"CV"** and your **"possible internship dates"** to [erasmus@bilgi.edu.tr](mailto:erasmus@bilgi.edu.tr)

EMPLOYER INFORMATION	
Name of organization	Istanbul Bilgi University /International Center
Address	Santral Kampüs, Uluslararası Merkez Binası, Eski Silahtarağa Elektrik Santrali, Kazim Karabekir Cad. No: 2/13, 34060 Eyüp - İstanbul TURKEY
Contact Person	Ms. Gözde Topraktepe Email: <a href="mailto:erasmus@bilgi.edu.tr">erasmus@bilgi.edu.tr</a> Website: <a href="http://www.bilgi.edu.tr/en">www.bilgi.edu.tr/en</a>
Duration	The placement period will last for 3/ 6 months, but interns who will stay longer if possible will be preferred.
Requirements	English - Advanced Turkish - Intermediate (not mandatory, but preferred)
Working Hours	Monday-Friday, 9:00-5:00pm
Job description	Chosen student will be responsible of creating , editing and managing content for the school's web presence. The intern is expected to be able to use photoshop and videomaker tools in advanced level, managing social pages such as Instagram and Facebook and also creating newsletters and leaflets for events. Assisting the operation of events of international center. Supporting outgoing and incoming students during application periods and on exchange preparations. Assisting in marketing in study abroad programs by using and developing new approaches to attract more students both outgoings and incomings Creating social media content.
Free shuttle services	santralistanbul <> Beşiktaş santralistanbul <> Kuştepe-Trump Towers santralistanbul <> Dolapdere santralistanbul <> Halicioğlu santralistanbul <> santralistanbul Annex santralistanbul <> Pangaltı (Next to Ramada Hotel - In front of Finansbank) For the shuttle hours follow <a href="https://www.bilgi.edu.tr/en/life-at-bilgi/transportation/shuttle/">https://www.bilgi.edu.tr/en/life-at-bilgi/transportation/shuttle/</a>

