



ALKU is looking for Erasmus Office Interns- Assistants (3 Positions)

General information

Duration:

3 months

Commitment:

3-4 days per week

Description:

Do you want to develop your working skills in a dynamic international setting? Alanya Alaaddin Keykubat University is looking for a creative and savvy intern with good communication skills to join the Erasmus Office's team.

Important Notes:

- The office looks for up to 3 people for Erasmus Office Intern position.
- The office hires throughout the year.
- Students from all academic fields are acceptable. It is not limited to underlined 3 areas: Business, Language, and Social Sciences.
- The position is not limited to bachelors. Yet, being an active or newly graduated student is compulsory.

Internship Description:

- Help the supervisor with Daily Erasmus Works.
- Office works; checking emails, preparing reports, web content research, etc.
- Organize events for Erasmus students.

Required skills:

- Undergraduate or graduate student from an Erasmus member university,
- A good level of English.
- Turkish (matter of choice but not compulsory)

- Good communication- and interpersonal skills, and ability to work in a multicultural environment,
- Basic knowledge of Microsoft Office programs. Knowledge of visual designing or video editing programs is considered an asset.

Duration:

- 3-12 months
- Accepting interns throughout the year

What we offer:

- A young and dynamic working environment with supportive colleagues,
- A chance to develop your communication skills and gain relevant working experience in a multicultural environment,
- An internship certificate alongside a reference letter for further job interviews.
- The intern will have an office, personnel computer and required office equipments.

How to apply?

- Please send us your CV and a motivation letter (Max 250 words) in English to international@alanya.edu.tr with the subject: Name, Surname, Erasmus Office Internship.
- The selected applicants will receive an email for a Zoom-interview.

Link: <https://uio.alanya.edu.tr/en>

About Us: Alanya Alaaddin Keykubat University (ALKU) is a state university located in the summer tourism capital of Turkey; Alanya-Antalya. As a part of ALKU, International Relations Office (IRO) is a young and dynamic unit of the university. IRO includes 4 exchange programs, Erasmus, Mevlana, Freemover, and Farabi. IRO also operates in the foreign student application in bachelor level to the university through Foreign Students Office. IRO is governed by a General Coordinator, Vice General Coordinator, 3 exchange program coordinators, and office personnel.

Compensation:

No financial compensation

Years of Experience required:

No