



Erasmus+



ERASMUS STUDENT WORK PLACEMENT IN TURKEY

EMPLOYER INFORMATION	
Name of organization	Afyon Kocatepe University
Address incl. post code	International Relations Office ANS Campus, Rektörlük E. Blok 03200 Afyonkarahisar/TURKEY
Telephone	Phone: +90 444 03 03 - 1567 Fax: +90 272 228 13 51
E-mail	uib@aku.edu.tr
Website	www.aku.edu.tr www.uim.aku.edu.tr
Number of employees	9
Short description of the company	<p>Afyon Kocatepe University was founded in 1992, and started the educational activities at 1992-1993 academic year. However, the history of university goes back to 1974 with Afyonkarahisar Finance and Accounting High School, a branch of Eskişehir Economics and Trading Sciences Academy.</p> <p>Now, the university has educational activities with 13 faculties and 4 schools at Bachelor of Science degree level, 14 vocational colleges at Associate Degree level, 5 institutes for graduate education.</p>

CONTACT DETAILS	
Contact person for this placement	Nilda Hocaoğlu
Department and designation / job title	Erasmus Office/Erasmus+ Traineeship/Internship (Incoming and Outgoing)
Direct telephone number	+90 444 03 03 - 1567
E-mail address	uib@aku.edu.tr



PLACEMENT INFORMATION	
Department / Function	International Relations Office/Erasmus
Description of activities	Working at the International Relations Office, helping the incoming students and staff when it is necessary, doing the paper work at the office, sending e-mails, organizing social activities/events for the incoming students and staff, participating in the orientation programs both for incoming and outgoing students and having an active role in them, accompanying to incoming academic staff for the university/city tour, etc. Up-dating website, preparing banners, etc.
Location	Afyonkarahisar
Duration	2-12 months, any time during the year
Working hours per week	20-40
Accommodation	No, but we can help with finding accommodation

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS	
Languages and level of competence required	English B1
Computer skills and level of skills required	Microsoft Office (Good) Graphic Programs (Good) Video/Photo editing (Basic)
Drivers license	Not needed
Skills and Personal Qualities	The intern must have effective communication skills, a good level of English, the ability to use Microsoft office programs, be an outgoing person.
Require Documents	CV