



Faculty of Economics and Administrative Sciences of Erzurum Technical University is recruiting one intern.

Application Deadline

03 September 2018

Commencement

Upon Arrival

Duration

2-6 months

Commitment

Full-Time

Mon-Fri: 09:00-17:00

Language Skills

English: minimum B1-level is a must

German or Polish or Turkish: not a must but a plus

Location

[Erzurum, Turkey](#)

Website

[ETÜ](#)

Contact Info

[International Cooperations Office](#)

YOUR ROLE is to act as a mediator between the Erasmus+ students and International Cooperations Office of Erzurum Technical University. This vacancy will enable the intern to demonstrate communication skills, to take responsibility, to engage with a different culture and to gain initial hands on experience in an international office abroad.

YOUR DUTIES as an intern are the following subjects:

- ◆ office work : dealing with paperwork and assist outgoing exchange students/staff
- ◆ up-dating website: redaction and/or translation
- ◆ academic event organisation

IF YOU ARE

- ◆ eligible for Erasmus+ grant is an absolute MUST!
- ◆ enrolled as a bachelor/master student in, Business, Economics, Political Science, Accounting, Management and/or Finance Sciences, or any other related subjects
- ◆ IT Skills: Microsoft Office (good), Graphic Programs preferable
- ◆ good interpersonal and communication skills

WE OFFER

Erzurum previously hosted the 2011 Winter Universiade and the 2017 European Youth Winter Olympic Festival. Erzurum is also a strong candidate to host the 2026 Winter Olympics, officially known as the XXV Olympic Winter Games. To make our interns feel at home we present:

- ◆ 50% financial support for accomodation
- ◆ free ice skating
- ◆ free lunch in the dining hall of the university
- ◆ free curling

IF YOU ARE LOOKING FORWARD TO JOIN US AS WE DO, THEN WE ARE WAITING FOR YOUR CV to be sent to erasmus@erzurum.edu.tr with the subject line "Erasmus ICO - FEAS"

For questions please dial: 0090 444 5 388 extension code: 2568