

ERASMUS+ TRAINEESHIP OFFER

EMPLOYER INFORMATION	
NAME OF ORGANISATION	Istanbul Aydın University
ADDRESS	Beşyol Mah. İnönü Cad. No: 38 Sefaköy-Küçükçekmece
POSTAL CODE	34295
CITY	Istanbul
COUNTRY	Turkey
TELEPHONE	+90 444 1 428
FAX	+90 (212) 425 57 59
E-MAIL	erasmus@aydin.edu.tr
NUMBER OF EMPLOYEES	1.653
SHORT DESCRIPTION OF THE COMPANY	Founded in 2003 as Anadolu Bil Vocational School offering associate degrees at the higher education level and then as of 2007 offering undergraduate and graduate degrees, IAU is proud to be one of the biggest foundation universities in Turkey and the most preferred foundation university for the last seven years.
Website	http://www.aydin.edu.tr http://erasmus.aydin.edu.tr/ Twitter: https://twitter.com/iauerasmus Facebook : https://www.facebook.com/iauerasmusoffice

CONTACT DETAILS	
CONTACT PERSON	Ms. Pinar ELBASAN
DEPARTMENT / FUNCTION	Erasmus+ Institutional Coordinator
DIRECT TELEPHONE NUMBER	0090 212 444 1 428-12820
E-MAIL	pinarelbasan@aydin.edu.tr
Website	http://erasmus.aydin.edu.tr/

TRAINEESHIP INFORMATION	
DEPARTMENT(S)	Erasmus+ Office/ Istanbul Aydın University`s International Units/Academic Departments
FUNCTION	Erasmus+ Trainee
DESCRIPTION OF ACTIVITIES AND TASKS	Support and promote the international cooperation activities of the Erasmus+ Office; contribute to the implementation of activities for Erasmus+ student and staff mobility programme; register, distribute mail; classify documents and keep archive; centralize and process information coming from departments; contribute to elaborate official correspondence in English with university partners; participate at the organization of orientation programmes for international students, international language courses for incoming students and protocol events in the University.
LOCATION	Istanbul Aydın University, Florya Campus- Istanbul, TR
START DATE	Any time
DURATION	Minimum 2 months
WORKING HOURS PER WEEK	The traineeship programme is normally on a full-time basis. Trainees are expected to work five full days a week, 6-8 h/day under the supervision of an experienced staff member.
HELP WITH FINDING ACCOMMODATION	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
PAYMENTS AND OTHER BENEFITS	Traineeships are unpaid, but academic credit may be acquired upon agreeing so with your Erasmus+ Coordinator from your home university We are able to accept the student intern on the Erasmus + Traineeship Scheme (if eligible), enabling the student to receive an Erasmus Traineeship Mobility Grant via their home University. Free Turkish Language courses and meals at a discounted price are available.

REQUIREMENTS	
REQUESTED PROFILE OF THE ERASMUS STUDENT (fields of studies, completed years of studies, other professional requirements)	Must be a current student enrolled on a Bachelor or Masters level degree course preferably in International Relations, Business studies or Communication .
ORAL AND WRITTEN LANGUAGE SKILLS AND LEVEL OF SKILLS REQUIRED	Must be proficient in English (spoken and written). Proficiency in a second foreign language is an advantage.
COMPUTER SKILLS AND OTHER SKILLS REQUIRED	<p>Good computer skills in Windows Word, Excel and internet applications are required.</p> <p>In addition, the candidate:</p> <ul style="list-style-type: none"> • Must be able to be diplomatic in problematic situations • Must show intercultural awareness • Must be able to deal with people at all levels • Has the ability to organize and deliver multiple priorities within tight deadlines. • Has the ability to work successfully in a small team. • Possesses good communication skills, ability to work in multicultural environments, problem solving skills and ability to work under tight deadlines. <p>A working knowledge of EU-funded mobility programmes would be useful.</p>

Other	
APPLICATION DEADLINE	Applications are opened all around the year.
REQUIRED DOCUMENTS (e.g. CV, Motivation Letter, etc.) Application forms and further information are available here : http://erasmus.aydin.edu.tr/index.asp?id=101	<ul style="list-style-type: none"> • Learning Agreement for Traineeships (3 original copies) • Application Form • Official Transcript of Records • Passport copy • Health Insurance (which is valid in Turkey) • 2 Photos • Student` s personal information form • Arrival Form • Europass CV
HOW TO APPLY?	Via email to erasmus@aydin.edu.tr or pinarelbasan@aydin.edu.tr