

Maltepe University
Erasmus Placement Offer
Istanbul – Turkey



Employer Information:

T.C. Maltepe University
International Office

Marmara Education Village
34857 Maltepe Istanbul Turkey

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Fax: 0090 216 626 11 34

e-mail: erasmus@maltepe.edu.tr

web: www.maltepe.edu.tr

Maltepe University is a private university which is founded in 1997 in Istanbul and has over 8000 students. Maltepe University has extended Erasmus charter and has important potential for lifelong education programmes within Erasmus programme and realising for several years from all over the Europe by sending or incoming students and staff exchanges. Maltepe University has nine (9) faculties: education, art and sciences, fine arts, law, economics and administrative science, communication, architecture, engineering and medicine. Maltepe University has also post graduate programmes for science and social sciences with many vocational schools together as well. In Bologna process, The Maltepe University has prepared its ECTS information package to facilitate the procedures for Erasmus programmes.

Placement Contact Details:

Mr. Gökhan BAKAR

Erasmus Office Coordinator

e-mail: gokhanbakar@maltepe.edu.tr

Mr. Serhat YETIMOVA

Incoming Erasmus Student Advisor

e-mail: serhatyetimova@maltepe.edu.tr

Application Procedures:

Please kindly send us **euro pass CV** included picture and an **intention letter** by following e-mail. There is **no deadline** but in the frame of Erasmus placements the candidates should have **minimum 3 months** placement period.

Placement Information:

We are searching for 1 or 2 interns who will take place in International Office works; the candidates are to work in process of Erasmus Office, International Relations, International Students, and Corresponding for Bilateral Agreements, Orientation Programmes, Student Network and any kind of office work of International Office.

Placement location: Maltepe- Istanbul (P.O. 34857-Asian Side)

Start Date: In any time

Working hours per week: to be negotiated

Accommodation: we have dorms in campus and monthly price is 300 € or in any other case we can assist in finding new alternatives.

Financial aid: There is not any financial aid by us but the lunch meals are free of charge for interns.

Competencies, skills, experience:

The candidates should be qualified by **fluent spoken and written English**.

Turkish is not must but an advantage and **MS Office Programmes should be well known**.

Other requirements are **strict social skills, being cooperative and tendency to team work, operative skills** etc. Candidates should have an **international working or education experience**.

(P.s) the candidates can attend Turkish courses in case of programme is opened.

The candidates shall send their application documents (CV, Intention letter) to:

erasmus@maltepe.edu.tr