



Erasmus+



# ERASMUS STUDENT WORK PLACEMENT IN TURKEY

| EMPLOYER INFORMATION             |   |
|----------------------------------|---|
| Name of organization             | Afyon Kocatepe University   |
| Address incl. post code          | International Relations Office<br>ANS Campus, Rektörlük E. Blok<br>03200 Afyonkarahisar/TURKEY  |
| Telephone                        | Phone: +90 444 03 03 - 10413<br>Fax: +90 272 228 13 51  |
| E-mail                           | uib@aku.edu.tr  |
| Website                          | <a href="http://www.aku.edu.tr">www.aku.edu.tr</a> <a href="http://www.uim.aku.edu.tr">www.uim.aku.edu.tr</a>   |
| 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 12 faculties and 4 schools at Bachelor of Science degree level, 15 vocational colleges at Associate Degree level, 3 institutes for graduate education.</p> |

| CONTACT DETAILS                        |                       |
|--|-----------------------|
| Contact person for this placement      | Erdoğan Halat         |
| Department and designation / job title | Erasmus Office        |
| Direct telephone number                | +90 444 03 03 - 10413 |
| 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 when it is necessary, doing the paper work at the office, sending e-mails, answering the phones, organizing social activities for the incoming students, 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. |
| Location                  | Afyonkarahisar  |
| Duration                  | <b>2-12 months, any time during the year</b>  |
| 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 | MS Word - Powerpoint, Excel  |
| 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   |

### INFORMATION PROVIDED BY

|                       |  |
|-----------------------|--|
| Name                  | Erdoğan Halat  |
| Department / Function | International Relations Office/Erasmus Institutional Coordinator |
| E-mail address        | uib@aku.edu.tr   |
| Phone number(s)       | +90 444 03 03 - 10413  |
| Date                  | 18.04.2014   |