



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 - 10413 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