

Erasmus Student Placement

EMPLOYER INFORMATION	
Name of Organisation	ISIK UNIVERSITY
Address	Işık Üniversitesi Meşrutiyet Köyü, Üniversitesi Sokak No: 2 , 34980 Şile/İSTANBUL/ TURKEY
Website	www.isikun.edu.tr
APPLICATION PROCEDURE	
Contact person for this placement	Derya ERYASAR & İlğaz YALCIN EU Programmes Specialist & ESN Isik President
Department	EU Programmes Office
Telephone number	+90 216 528 70 28
E-mail address	erasmus@isikun.edu.tr , il9azyalcin@gmail.com
Deadline for applications	May,15 2014
Application process	Europass CV Cover letter stating the desired starting date
PLACEMENT INFORMATION	
Department, Function	Main Library Undergraduate or postgraduate students studying in Library and Documentation, ICT, Management Information Systems, Industrial Engineering or Communication and Public Relations
Location	Sile Campus
Start Date	Starting from June 15 or September 15
Duration	Flexible, from 3 to 9 months throughout the academic year
Working hours per week	Flexible, from 20 to 25 hours/week
Number of Students	2 students will be accepted
Description of activities, tasks	The student will be assigned tasks such as: -Assist in library services such as E-Resources, Databases, Web Developing, Automation System , Classification System (LC), Circulation System, Cataloging, Serials, Reference, Acquisition, Interlibrary Loan (ILL), -Develop content for Social Media, webpage Necessary training will be provided throughout the placement

	<p>period.</p> <p>The student will have access to the Internet in the workplace and will be given all the necessary material for the development of the assigned tasks.</p>
Accommodation	We can reserve accommodation at the Student Residence Hall, paid by the trainee at student rates
Languages	English – B2
Computer skills	Skilled internet user with a good general knowledge of Microsoft Office
PLACEMENT INFORMATION	
Department, Function	<p>EU Programmes Office</p> <p>Undergraduate or postgraduate students studying in administrative or social sciences</p>
Location	Sile Campus
Start Date	Starting from June 15 or September 15
Duration	Flexible, from 3 to 9 months throughout the academic year
Working hours per week	Flexible, from 20 to 25 hours/week
Number of Students	2 students will be accepted
Description of activities, tasks	<p>The student will be assigned tasks such as:</p> <ul style="list-style-type: none"> -Collaborate in the design and development of the daily office administration -Helping the implementation of international summer school -Assisting with the organization of orientation for prospective incoming students. -Maintaining records for exchange students, entering data into Mobility Software -Ensuring all required paperwork for exchange students is complete -Keeping track of bilateral agreements. <p>Necessary training will be provided throughout the placement period.</p> <p>The student will have access to the Internet in the workplace and will be given all the necessary material for the development of</p>

	the assigned tasks.
Accommodation	We can reserve accommodation at the Student Residence Hall, paid by the trainee at student rates
Languages	English – B2
Computer skills	Skilled internet user with a good general knowledge of Microsoft Office