Erasmus Work Placement Offer in
Research Center for Modern Turkish Studies Istanbul Şehir University

The Center for Modern Turkish Studies has a temporary vacancy for an Assistant Administrative Officer. Your role is to support the Director of the Center in providing guidance to future students and activities providing by the Center.

Being an intern is a great way to impress employers and provides you excellent working experience in an office environment. Besides professional skills you will gain through this experience, you will also have advantages, such as:

- Erasmus mobility grant provided by your home institution
- Şehir University ID
- Unlimited access to the Library
- Shared office with fully equipped desk (phone, stationery etc)
- Computer/IT support
- Turkish Language Course
- Last but not the least, ECTS credits, which can be transferred to your home university

Please find below the description of duties and responsibilities of your future internship.

The Center for Modern Turkish Studies is looking for an Assistant Administrative Officer for a fixed period starting a.s.a.p. and long term internee preferred.

Specifications -
Location: İstanbul, Altunizade
Function types: Support staff (Clerical, Administrative, Facility)
About employer Istanbul Şehir University Center for Modern Turkish Studies

İstanbul Şehir University (ŞEHİR) is a non-profit, state-recognized higher education institution established by the Foundation for Sciences and Arts (Bilim ve Sanat Vakfı / BSV) in 2008. Its founder BSV is a renowned NGO functioning for more than 30 years in the field of social sciences, organizing many international and national academic activities and free seminars in related areas. İstanbul Şehir University is a leading university, making Turkey a center for attraction in the field of education both in its region and in the World. Within this context, the University has taken important steps in internationalization and created a multi-cultural atmosphere embracing the differences. As of 2015-2016 Academic Year, the university has more than 600 international students from 77 different countries and a wide range of student exchange programmes in partner universities and placement opportunities abroad.

There are three campuses in Altunizade, East, West and South. Altunizade Campuses are at the center of the main transportation artery, at walking distance to bus and metrobuses stations and at the Anatolian Side exit of Bosphorus Bridge. www.sehir.edu.tr
The Center for Modern Turkish Studies, CEMTS, supports original and top-notch research on Turkey within the context of the Social Sciences and Humanities contributing to the creation of knowledge concerning the last two centuries. One major goal of CEMTS is to function as an independent resource center and a center of excellence meeting the growing needs for a credible, visible, and leading-edge academic voices regarding Turkish studies. Since CEMTS was founded in 2011, it has become a center of attraction for international researchers and scholars from different disciplines specializing on Turkey. CEMTS has been engaged in organizing international academic meetings, conferences, workshops, and solo talks on critical issues concerning Turkey. Eminent national and international scholars, noted public figures, prominent policy makers, and parliamentarians have been frequent participants in CEMTS’ academic activities.

Short link: http://mot.sehir.edu.tr
Duration: Long-term internship preferred

Job description
Tasks will be carried out by the trainee as followings:

- Assist faculty members or staff with student conferences.
- Provide assistance to faculty members or staff with the field research.
- Help to develop the Center’s programs teaching materials such as syllabi, visual aids, answer keys, supplementary notes, and course websites.
- Assist academic activities organized by the university and the Center
- Assist director of the research centers
- Various administrative duties;
- Support the colleagues in the department with various activities;
- Interest in field and online research
- Familiar with qualitative research

Specific tasks
- Classification of documents and files of the Center and supporting the daily work of the Center
- Assistance in the paper-work of the outgoing and incoming researchers
- Assistance in the preparation of the Center programmes
- Researching EU and international funded research programmes

Requirements
- Graduate (MA or PhD) students
- Excellent communication and computer skills;
- Excellent writing and comprehension skills in English - competent in MS Office programmes.
  (Very good English language skills (If any IELTS/6.5, TOEFL/80 scores or C1 level, is an advantage)
- Highly organized, accurate and structured way of working;
- Proactive and independent working style;
• Have expertise with social media platforms like Facebook, Twitter, LinkedIn, Flickr and Youtube;
• Self-starter, positive attitude, flexible, team player
• Interested in working in an international environment

Conditions of employment
We offer a position in an international and dynamic work environment with prominent academicians. 1/3 of the university student body is international coming from 77 countries. General knowledge and understanding of Turkey’s policies, Turkey’s institutions and EU funding mechanisms;

Contact Person
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If you are interested in this position, e-mail your resume to mot@sehir.edu.tr until May 31, 2016.