



## Faculty of Economics and Administrative Sciences of Erzurum Technical University is recruiting one intern.

### Application Deadline

Flexible

### Commencement

Flexible

### Duration

2-6 months

### Commitment

Full-Time

Mon-Fri: 09:00-16:00

### Language Skills

English: minimum B1-level is a must

### Location

[Erzurum, Turkey](#)

### Website

[ETÜ](#)

### Contact Info

[International  
Cooperations Office](#)

**YOUR ROLE** is to act as a mediator between the Erasmus+ students and International Cooperations Office of Erzurum Technical University. This vacancy will enable the intern to demonstrate communication skills, to take responsibility, to engage with a different culture and to gain initial hands on experience in an international office abroad.

**YOUR DUTIES** as an intern are the following subjects:

- ♦ office work : dealing with paperwork and assist outgoing exchange students/staff
- ♦ up-dating website: redaction and/or translation
- ♦ academic event organisation

### IF YOU ARE

- ♦ eligible for Erasmus+ grant is an absolute MUST!
- ♦ enrolled as a bachelor/master student in, Business, Economics, Political Science, Accounting, Management and/or Finance Sciences, or any other related subjects
- ♦ IT Skills: Microsoft Office (good), Graphic Programs preferable
- ♦ good interpersonal and communication skills

### WE OFFER

Erzurum previously hosted the 2011 Winter Universiade and the 2017 European Youth Winter Olympic Festival. Erzurum is also a strong candidate to host the 2026 Winter Olympics, officially known as the XXV Olympic Winter Games. To make our interns feel at home we present:

- ♦ 50% financial support for accomodation
- ♦ free ice skating
- ♦ free lunch in the dining hall of the university
- ♦ free curling

IF YOU ARE LOOKING FORWARD TO JOIN US AS WE DO, THEN WE ARE WAITING FOR YOUR CV to be sent to [erasmus@erzurum.edu.tr](mailto:erasmus@erzurum.edu.tr) with the subject line "Erasmus ICO - FEAS"

For questions please dial: 0090 444 5 388 extension code: 2568