

Unpaid Erasmus Work Placement Offer in International Relations Department of Eskisehir Osmangazi University

Department of International Relations at Osmangazi University has a temporary vacancy for an Assistant Administrative Officer for a fixed period starting in August 2016 and ending on July 1, 2017. Your role is to support the department in providing guidance to future students and activities providing by the department.

Specifications

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|------------------------|--|
| Location: | Eskişehir, Turkey |
| Function types: | Support staff (Clerical, Administrative, Facility) |
| About employer | Eskişehir Osmangazi University Department of International Relations |

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

- an Erasmus mobility grant provided by your home institution,
- Eskisehir Osmangazi 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.

About the city

Eskişehir is a city in northwestern Turkey and the capital of the Eskişehir Province. The population of the city is 764,584. The city is located on the banks of the Porsuk River, 792 m above sea level, where it overlooks the fertile Phrygian Valley. The city is 233 km to the west of Ankara, 330 km to the southeast of Istanbul and 78 km to the northeast of Kütahya. Known as a university town, both Eskişehir Osmangazi University and Anadolu University (which has one of the largest student enrollments in the world) are based in Eskişehir.

Social life in the city shows a great diversity as well. There are places of entertainment which appeal to almost all ages and social groups. While, in addition to sports halls in universities, tennis courts, indoor swimming pool and outdoor sports facilities, Atatürk Stadium with the capacity of 25 thousand people, indoor swimming pool and Porsuk Sports Complex create the major infrastructure facilities for sporting events in Eskişehir , many sportsmen who have been trained in these facilities achieved success both in country standards and European standards as well.

From the point of view of its geographical position, Eskişehir is one of the most important centers of Turkey and it is located in the conjunction point of the railway and highway network. The transportation to almost everywhere in Turkey is very easy by direct coach services and railway system. In addition, Eskişehir is a province that has reached the most contemporary and safe railway transportation with its high speed train and time-saving journey.

About the University

Eskişehir Osmangazi University was founded in 1970 with the Faculties of Medicine, Engineering & Architecture and Arts & Sciences which first started academic life in Eskişehir. A strong and leading university with 37 years in scientific life, Eskişehir Osmangazi University takes determined and stable steps in the path of modern science. With its 23667 students, 1167 academic and 1284 administrative staff, it provides 79 two-year and bachelor's and 53 master's degree programs. It is included in Erasmus program by which student and academic staff exchange with European Universities is done. In 2008, the number of academic reports by our academic staff detected by International Citation Indexes SCI (Science Citation Index) and SSCI (Social Sciences Citation Index) and published in effective journals has increased and reached 305 in number; as a result, the number of SCI reports per an academician has become 0.55. It is in top five in the preference list of 53% of students enrolled at our university according to 2012 OSS results. For more info regarding the university and the life in both at the campus and the city, please visit the university website.

About the Department

Department of International Relations at Osmangazi University has a young, promising and aspired academic staff. Since the academic year of 2007-2008, our department has gradually strengthened its staff with new professors and research assistants. Now, our department enjoys four Assistant Professors and three Associate Professors, one Professor and six Research Assistants. Many of the academic staff concluded their graduate education in major European and American universities and were specialized on various areas of International Relations discipline. In addition to Turkish students, there are several foreigner students who carry on their education at the department providing an international atmosphere.

Our department has several objectives such as to equip our students with ability and knowledge to study and/or work in international arena, to teach students analytical thinking and problem-solving and to support and promote students to participate in conferences, workshops, events such as Model UN and Erasmus Program. Many of the students are also actively involved in social responsibility projects. The EU-related activities and courses are also considered as the main pillar of our departmental activities.

Short link <https://www.ogu.edu.tr/>
Duration: Ending June 2017

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

Job description

Tasks will be carried out by the trainee as followings:

- Provide assistance to organize conferences, seminars and lecture series.
- Assist faculty members or staff with student conferences.
- Provide assistance to faculty members or staff with the field research.
- Help to develop the Department'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 department
- Assist the Erasmus coordinator at the department
- Support the colleagues in the department with various activities;

Requirements

- Undergraduate or MA students (preferable/ is a an advantage)
- 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 a 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. General knowledge and understanding of Turkey's policies, Turkey's institutions and EU funding mechanisms are preferable.

Contact Person

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If you are interested in this position, e-mail your resume to alionur.ozcelik@gmail.com until June 31, 2016.

SKILLS REQUIREMENTS:

- Knowledge of graphic design
- Excellent English written and oral communication skills;
- Self-starter, positive attitude, flexible, team player .
- Pragmatic, ability to take initiative and independently plan to meet deadlines;
- Strong ability to work under pressure and with tight deadlines;
- Assertiveness and self-confidence;
- Ability to manage stress, multiple deadlines and effectively prioritise workload;
- Have expertise with social media platforms like Facebook, Twitter, LinkedIn, Flickr and Youtube;

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
- Assistance in the organization of the Programmes
- Researching EU funded Youth Programmes