



ERASMUS WORK PLACEMENT

EMPLOYER INFORMATION	
Organization	Gazi University One of the oldest and largest public universities in Turkey, located in the capital city, Ankara.
Address	Gazi University, Erasmus Coordination Office, 06500 Ankara, TURKEY
Telephone	003122022082
E-mail	erasmus@gazi.edu.tr
Website	www.erasmus.gazi.edu.tr

CONTACT DETAILS	
Contact people for this placement	Assoc. Prof. Dr. Ufuk KOCA ÇALIŞKAN Hande ATA GÜREŞEN, Erasmus Specialist
Department	Erasmus Coordination Office
Direct telephone number	+90 312 202 2082
E-mail addresses	kufuk51@gazi.edu.tr handeata@gazi.edu.tr

PLACEMENT INFORMATION	
Function of the Department	Erasmus Programme
Description of activities	Helping Incoming Erasmus Students, Organizing Documents of Outgoing Erasmus Students, Corresponding any kind of Erasmus documents, Assisting to Office Staff
Location	Ankara, TURKEY
Duration	Min. 62 days, max. 6 months

Working hours per week:	Full time
Start Date:	At any time
Accommodation:	Not provided
Application Procedure:	Please kindly send your CV with photo and an intention letter to kufuk51@gmail.com handeata@gazi.edu.tr

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	Good command of written and spoken English Understanding and speaking Turkish on a beginner level
Computer skills and level of skills required	Excellent command of office software – Word, Excel, PowerPoint etc.
Other	Excellent social skills, being cooperative and tendency to team work, operative