

Erasmus Work Placement Offer in  
Management Information Systems Department, School of Management and Administrative  
Sciences at Istanbul Şehir University

<https://www.sehir.edu.tr/en/academics/school-of-management-and-administrative-sciences>

Management Information Systems Department at Istanbul Sehir University School of Management and Administrative Sciences has a temporary vacancy for an Assistant Administrative Officer. The candidate is expected to support the Director of the department in guiding both existing and future students, organizing activities, helping the faculty with their research and teaching activities, maintaining the department website. Our department has an undergraduate program, involved in two other master's degree programs related to Business Analytics.

Being an intern at Istanbul Sehir University provides you a good 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.

Management Information Systems Department is looking for an Assistant Administrative Officer for a fixed period starting a.s.a.p. and long term internee preferred. Although the position availability is for the Department, given the assistant's merits and interests, the intern could work with other departments within the School too.

Specifications -

Location:	İstanbul, Kartal
Function types:	Support staff (Clerical, Administrative, Facility)
About employer	Istanbul Şehir University Center, Management Information Systems Department (School of Management and Administrative Sciences)

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 2016- 2017 Academic Year, the university has around 800 international students from 77 different countries and a wide range of student exchange programmes in partner universities and placement opportunities abroad.

University campus located in Dragos, Kartal. Being one of the largest and most green campuses around Turkey, Dragos Campus is located right across the sea and the princes' islands and at the center of land and sea routes within walking distance. As of 2017-2018 academic year, İstanbul Şehir University will continue its life in the Dragos Campus with its state-of-art-technology classrooms and laboratories, rich library collections, high-capacity dormitories, sports facilities, various cafeterias-restaurants, and alternative areas for socializing and studying. [www.sehir.edu.tr](http://www.sehir.edu.tr)

Management Information Systems Department in School of Management and Administrative Sciences, has one undergraduate program in Management Information Sciences, and one graduate program in Business Analytics. The department and the school periodically hosts speakers, events, and organizes activities for its students. Although the position availability is for the Department, given the assistant's merits and interests, the intern could work with other departments within the School too.

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Duration: Long term internship preferred

#### Job description

Tasks will be carried out by the trainee as followings:

- Provide assistance to faculty members or staff with their fields of research
- Help to develop the department's 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 the department chair
- Provide assistance in updating and maintaining the department web site, social media accounts.
- Various administrative duties;

#### Requirements

- Graduate (MA and 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 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. A significant portion 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**

Enes Eryarsoy, PhD.

Chair

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School of Management and Administrative Sciences

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If you are interested in this position, e-mail your resume to [eneseryarsoy@sehir.edu.tr](mailto:eneseryarsoy@sehir.edu.tr) by April 15, 2018.