

2021-2022 Erasmus Intern Announcement



Name of the university	Altınbaş University
Unit	Alumni Relations Office
Duration	Max. 3 months (physical) Max. 6 months (online)
Location	Physical: Altınbaş University Mahmutbey Campus or online
Language	English
Requirements	<ul style="list-style-type: none">• Strong verbal and written communication skills• Solid understanding of social media• Writing, speaking and organization skills• Proficient with Microsoft Office Programmes• Solid understanding of youth markets• Energetic and creative• Hard-working and team-oriented• Motivated to work• Excellent verbal and written communication skills in English• Curious, creative, social native, proactive, result oriented, ability to multitask
Responsibilities	<ul style="list-style-type: none">• Daily work for the alumni relations Office• Reach international alumni of Altınbaş University• Optimize alumni relations office website and social media• Assist with mailings• Coordinate Global Alumni Ambassador Programme• Create or update databases• Support during events
Contact	<ul style="list-style-type: none">• Please send your CV and motivational letter to mezun@altinbas.edu.tr