## 2021-2022 Erasmus Intern Announcement



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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> <li>Strong verbal and written communication skills</li> <li>Solid understanding of social media</li> <li>Writing, speaking and organization skills</li> <li>Proficient with Microsoft Office Programmes</li> <li>Solid understanding of youth markets</li> <li>Energetic and creative</li> <li>Hard-working and team-oriented</li> <li>Motivated to work</li> <li>Excellent verbal and written communication skills in English</li> <li>Curious, creative, social native, proactive, result</li> </ul>
Responsibilities	oriented, ability to multitask  Daily work for the alumni relations Office
-	<ul> <li>Reach international alumni of Altınbaş University</li> <li>Optimize alumni relations office website and social media</li> <li>Assist with mailings</li> <li>Coordinate Global Alumni Ambassador Programme</li> <li>Create or update databases</li> <li>Support during events</li> </ul>
Contact	Please send your CV and motivational letter to <u>mezun@altinbas.edu.tr</u>