



National HEI Consortium

Consorzio Nazionale degli Istituti di Istruzione Superiore



Hosting Organization description

Antalya International University (AIU) is first private university in Antalya established in 2011. It is University which provides rich opportunities for students seeking internationally – qualifying education with high technological standards. AIU is hosting students from more than 90 countries and lecturers from 30 countries. By 2030 AIU is planning to become one of the most successful educational institutions in the world.

Location(s) of work-placements

Turkey is an attraction to everyone in the world. It is the bridge between two continents, place where East and West meet in much broader sense, bringing together different cultures, religions, people and cuisines.

Antalya is known as a “Paradise on the Earth”. It is peaceful city with beautiful nature, mountains and sea, with its historical monuments and friendly people.

University is located in part of Antalya, Döşemealtı. It is easy reachable with bus and the way takes around 30 minutes from city center.

Address: *Uluslararası Antalya Üniversitesi, Üniversite Cad. No. 207190, Döşemealtı/Antalya*

Field(s) of internship

AIU offer internship placements in International Programs Office (IPO), Erasmus+ Office and International Students Office (ISO).

Detailed tasks of trainee

During the first two weeks the trainee will observe the work environment and get acquainted with the work load at the office and university.

IPO, Erasmus+ Office - The main duties will be to assist the officers with Erasmus+ related issues: guidance to students with documentation, preparation and participation in orientation programs, communicating with other departments to speed up application process. Another responsibility will be to contact Study Abroad exchange students and Erasmus students before leaving and while abroad to prevent or resolve any difficulties or problems. The student will be also responsible for any issues related to international relations.

ISO – Trainee will assist the officers of ISO to communicate with international students, find solutions to their issues. Guide students with information about residence permit and other information related to their stay in Antalya and AIU.

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IPO, ISO, Erasmus+ Office - The trainee will be asked to prepare presentations, flyers, surveys and other promotion materials, gather information and analyse it with an aim to promote internationalization of the university, make researches.

Skills&Competences required

Trainee should have good knowledge of English, knowledge of other languages will be considered as advantage. Good communication skills and organizational skills are required. Trainee should be eager to improve his / her knowledge about international relations and work in international environment.

Learning Outcomes expected

AIU offers trully international work experiance. Trainee will gain the knowledge, skills and competencies which are necessary for manager of International relations.

Trainee will be able to manage external relations in cooperation with other business units and management.

Trainee will be able to obtain, analyse and evaluate information of field of international relations.

Trainee will gain information about Erasmus+ and Study Abroad Programs.