**Internship Place:**

Istinye University, Career Center Internship

**Duration:**

6 months

**Commitment:**

Full-time

**Description:**

The Career Center of Istanbul Istinye University. The internship can be done for 2 to 12 months.

At the end of the traineeship, we can provide a recommendation letter than can be useful for your future career.

**Responsibilities:**

* Helping with the career center services for foreign students and maintaining the office environment through inventory and other administrative tasks.
* Assisting the operations of online and face to face trainings, panels and seminars.
* Maintaining data and providing oral, written, and telephone support to foreign students regarding career center services.
* Searching for available trainings on subjects that would be valuable for various majors that foreign students can attend.

**Requirements:**

* English-Advanced
* Turkish-Intermediate (not mandatory, but preferred)

**Compensation:**

* Lunch vouchers

**Contact Information: [iciftci@istinye.edu.tr](mailto:iciftci@istinye.edu.tr)**