<table>
<thead>
<tr>
<th>Name of the university</th>
<th>Altınbaş University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Alumni Relations Office</td>
</tr>
</tbody>
</table>
| Duration               | Max. 3 months (physical)  
Max. 6 months (online) |
| Location               | Physical: Altınbaş University Mahmutbey Campus or online |
| Language               | English |
| Requirements           |  
• 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       |  
• 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                | Please send your CV and motivational letter to mezun@altinbas.edu.tr |