

## **AKMED Coordinator**

### **Job description**

### **QUALIFICATIONS**

Koç University will be hiring an Administrative Coordinator for The Suna-İnan Kiraç Research Center for Mediterranean Civilizations (AKMED) with the below mentioned qualifications. AKMED is an international cultural institution chartered to encourage and support research to study, document, protect, and restore the historical, archaeological, ethnographical and cultural assets of the Mediterranean. As a research center living with scientific, cultural and artistic activities, it is also among its goals to contribute to the domains of science, culture and art.

- Bachelors degree preferably in Business Administration, Social Sciences, Archaeology, History and History of Art. Masters or PhD degree in a related field is a plus
- Minimum 5 – 7 years of experience in related fields, preferably in the administration of organizations involved in culture, art, archeology and history
- Demonstrable competencies in planning and organization, communication
- Ability to create positive working relationships, provide stakeholder satisfaction, and show initiative in taking innovative steps to achieve results
- Strong knowledge of Microsoft Office applications, knowledge of SAP system is a plus
- Full business proficiency in written & spoken English
- Being a resident (or suitable to reside) in Antalya
- No military obligation for male candidates

### **JOB DESCRIPTION**

The ideal candidates should have the following skills:

- Contributes to the creation of Vision and Strategy of AKMED, brings recommendations when necessary, and creates strategic reports.
- Contributes to the creation of the Annual Plan, brings project and action proposals within the framework of the annual plan and follows its implementation.
- Responsible for creating resources. Conducts communication and research to find domestic and international funds for the implementation of strategic goals. Applies for eligible funds and follows the process.
- Provides all necessary preparations for submission of the budget, coordinates the budget process with AKMED employees. Follows and reports the use of the approved budget.
- Provides recommendations to develop relationships with institutions. Contacts and/or maintains contact on behalf of the Center. Executes external correspondence on behalf of the Center.

- Responsible for all necessary reports to be generated and submitted (Budget, Activity, etc.). Provides coordination with other AKMED employees in the process of preparing reports.
- Develops activity recommendations. Ensures the necessary coordination during the realization of approved events. Coordinates necessary activities for events delegated by Director and responsible for the proper functioning of the event calendar.
- Brings project proposals and makes necessary applications for provision of funds for projects. Provides timetable for implementation of the project, provides project steps and the division of labor between AKMED employees. Responsible for implementation of projects, including action plans, outreach and coordination of project participants.
- Responsible for all details regarding promotional activities. Plans and carries out these activities together with the Koç University Communication Directorate. Responsible for the website, event planning and project communication.
- Works with Director in the planning and coordination of all Council meetings and subsequent follow-up/reporting

Apply: <http://bit.ly/2mnfMnH>