



TED University
2022 - 2023 Academic Year
Part-Time Student Preference Guide

Related Principles & Disclosures:

In this table, you can see the qualifications sought for the students who want to work in the relevant units, the number of students to be recruited and the monthly working hours. For details, you can review the Council of Higher Education Part-Time Student Employment Procedures and Principles file.

A student can make a maximum of three choices. Students will be evaluated in order of preference.

Students who are entitled to work cannot apply again during the relevant academic term and cannot work in more than one unit if they quit their job. Students who will participate in the Erasmus Program in the 2021-2022 academic year cannot apply for a study scholarship during this period.

The results will be announced after the evaluation of the relevant commission and unit managers.

Students who are entitled to work have to submit their documents to the Social and Cultural Affairs Directorate within ten working days at the latest after the results are announced.

No changes can be made in the units applied after the application deadline or in their order.

| Unit | Required Qualifications | 2022-2023 Number | 2022-2023 Hour/Month |
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| Directorate of Research, Technology and Innovation | Since the work to be done has a quality that requires continuity, a person who can devote a certain amount of time to this work is preferred. It is crucial to have a structure that will enjoy these three processes as it is expected to work on accessing information over the Internet, informed reporting within certain rules, and preparing for publication to be presented to the target audience. | 1 | 40 |
| Directorate of Research, Technology and Innovation IstasyonTEDU | Since the work to be done has a quality that requires continuity, a person who can spare a certain amount of time for IstasyonTEDU is preferred. Having a command of basic research and reporting processes, having command of digital collaboration tools (Google Drive, Microsoft Teams, etc.), having the ability to update websites, preparing visuals and preparing basic content, having knowledge suitable for producing and translating content in English conditions are sought. Candidates who have worked at IstasyonTEDU before and who have knowledge of the current operation are given priority. | 2 | 40 |
| Department of Information Technologies | It is required to be a student of the Faculty of Engineering, and to have basic computer knowledge. | 4 | 40 |
| Department of Computer Engineering | Fall semester: 1) CMPE 101: To be experienced in CMPE 101 laboratories, to have passed the relevant course with a grade of BB or higher, and to be able to work in laboratory conditions following the direction of the laboratory supervisor and the relevant research assistant. 2) CMPE 112 and CMPE 211: to pass one of the related courses with a grade of BB or higher, to be a computer engineering student and to be able to work in laboratory conditions following the direction of the laboratory supervisor and the relevant research assistant. --- Spring semester: 1) CMPE 101: To be experienced in CMPE 101 laboratories, to have passed the relevant course with a grade of BB or higher, and to be able to work in laboratory conditions following the direction of the laboratory supervisor and the relevant research assistant. 2) CMPE 112: To be experienced in CMPE 112 laboratories, to be a computer engineering student, to pass the relevant course with a grade of BB or higher, and to work in laboratory conditions following the direction of the laboratory supervisor and the relevant research assistant. 3) CMPE 252: Having C programming experience, being a computer engineering student, and being able to work following the direction of the laboratory supervisor and the relevant research assistant. To have a grade point average of 2.80 and above, to have taken the course to be studied part-time and to have succeeded with at least CC. | 40 | 20 |
| Faculty of Education / Department of Educational Sciences | Having passed the Open and Distance Learning and Instructional Technologies courses with an AA. | 3 | 16 |
| Faculty of Education Dean's Office | It is preferred to be a student of the Faculty of Education and to have worked in the Faculty of Education before, who can use Microsoft Office programs, filing, support the records and have problem-solving skills. | 2 | 40 |
| Department of Foreign Language Education – English Language Education | <u>Academic success, competence in teamwork, strong communication skills and discipline are required.</u> | 2 | 20 |
| Department of Mathematics and Science Education - Mathematics Education | We are looking for candidates who have taken Calculus courses and completed with a letter grade of BA or above and who want to take part in tasks such as documentation and archiving. Faculty of Education students are given priority. <u>Having received EPDAD Student Evaluation Training or volunteering to receive training on this subject.</u> | 1 | 8 |
| Event Office | To have analytical intelligence, to be able to use excel, to be willing and programmed in business follow-up. | 2 | 40 |
| Faculty of Arts and Sciences Department of English Language and Literature | General Academic Grade Point Average (GPA) of 3.00 and above, Minimum B2 level English knowledge (Grades from ENG coded courses will be taken into account for students who apply outside the IDE department. Therefore, a transcript documenting the success of the student in the relevant courses must be declared in the application.), Microsoft Office (Word, Excel, Powerpoint, etc.) programs and effective use of social media are sought. Candidates who are proficient in Design/Drawing programs are given priority. | 2 | 10 |
| Faculty of Arts and Sciences Department of Mathematics | It is required to have taken the MATH101 and MATH102 courses and to have completed both courses with a letter grade of AA. | 1 | 12 |
| Faculty of Arts and Sciences Department of Mathematics | It is required to have taken the "MATH103" or "MATH105 and MATH108" courses and to have completed these courses with an AA letter grade. | 1 | 12 |
| Faculty of Arts and Sciences Department of Mathematics | It is required to have taken the courses "MATH101 and MATH102" or "MATH111 and MATH112" and to have completed both courses with a letter grade of AA. | 1 | 12 |
| Faculty of Arts and Sciences Department of Sociology | Students are required to have a General Academic Average (GPA) of 3.00 and above. | 1 | 12 |
| Office of the Secretary General / Translation Studies | Being a student in English Language and Literature / English Language Teaching Department, General Academic Average (GPA); 3.00 and above, At least B2 level English knowledge (The student's grades in ENG-coded courses will be taken into account.) Microsoft Office (Word, Excel, PowerPoint) etc. Effective use of computer programs is preferred. | 1 | 40 |
| Department of Administrative Affairs | Since scanning will be done, specific features are not sought. | 1 | 40 |
| Faculty of Economics and Administrative Sciences Department of Economics | It is required to be a student of the Department of Economics and to have a General Academic Average (GPA) of 3.00 and above. | 2 | 40 |
| Faculty of Economics and Administrative Sciences Department of Economics Tutor | Being a Student of Economics, General Academic Average (GPA) is 3.00 and above; Being a 3rd or 4th-year student. To have completed ECON 101 and ECON 102 with AA. | 2 | 12 |
| Faculty of Economics and Administrative Sciences Department of Business Administration | They are 3rd and 4th year students of the Department of Business Administration and must have a GPA above 2.50. | 2 | 40 |
| Faculty of Economics and Administrative Sciences Department of Political Science and International Relations | S/he is a student in the Department of Political Science and International Relations. General Academic Average (GPA); It is required to be above 3.00. | 2 | 40 |

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| Department of English Language and Literature | 3.00 and above General Academic Grade Point Average (GPA). Minimum B2 level of English knowledge (The student's grades in ENG-coded courses will be taken into account. Therefore, a transcript documenting the success of the student in the relevant courses must be declared in the application.) Microsoft Office (Word, Excel, PowerPoint) etc. Effective use of computer programs is preferred. Effective use of social media is preferred. (Priority will be given to candidates who are proficient in design/drawing programs. Being aware of social formalities is preferred. | 1 | 12 |
| English Language School | The student to be employed must be a 3rd and 4th-year student and must have taken an AA from ENG 101, 102 and ENG 204 if he has taken it. MS word, excel, and PowerPoint competency is required. Students must have high communication skills. Students who can master and follow social media are sought. The student is expected to assist with office work and the writing centre. Each student must pass an interview with ELS administrators. Being a student of the English Language Teaching Department is preferred. | 4 | 40 |
| Department of Civil Engineering | Full Semester: To have experience in Materials (2 students), Hydromechanics and Soil Mechanics Laboratories (1 student) (to have successfully passed the relevant course) and to be able to work following the safety rules in laboratory conditions, following the direction of the technician in charge of the laboratories and the relevant research assistant. | 3 | 12 |
| Career Center | The student who will work is required to have an internship, to have a good command of office programs, especially Excel, and to have a GPA above 2.50. It is expected to work from October - June. | 1 | 40 |
| Quality Commission | In the Quality Assurance and Institutional Analysis Unit, to support corporate quality management studies and corporate analysis and reporting activities; - Having basic computer knowledge (MS word, excel, PowerPoint etc.) competence, - Having basic statistics knowledge (Passed in statistics courses with at least a BB grade), - Preferably a 3rd or 4th-year student in Economics, Industrial Engineering or Computer Engineering. -No F, FX, and/or W from any course. - Having a General Academic Average (GPA) of 2.50 and above. Applications of students with higher communication skills will be evaluated. (Quota: 1 person, Hour / Month: 40) In the Quality Assurance and Institutional Analysis Unit, to support the unit's web page and social media management; - Having basic computer knowledge (MS word, excel, PowerPoint etc.) competence, - Interested in the use of social media and experienced in content production, -No F, FX, and/or W from any course, - Having a General Academic Average (GPA) of 2.50 and above, -High communication skills Student applications will be considered. (Quota: 1 person, Hour / Month: 20) | 2 | 40 |
| Corporate Communications | It is expected that the students who will work will support all the work (video/photo shooting and editing - using desktop broadcasting programs, social media / digital media management) that will take place in the Corporate Communication Office. | 6 | 40 |
| Library | A maximum of 2 candidates will be accepted from the same department. At least 1 candidate will be taken from the Faculty of Engineering. It will be able to work between 09:00 and 22:00 on weekdays and weekends. Following the job descriptions that can be determined, a selection will be made among the students applying from the relevant faculties and departments by interview. | 8 | 40 |
| Graduate School | Questionnaire development and application skills, coordination and communication skills are sought. | 1 | 16 |
| Model Studio | The student with a study scholarship should be experienced in the working order of the architectural model workshop, be able to recognize and use the technical tools and materials in the workshop, and know the necessary computer software (especially Autocad). | 2 | 40 |
| Department of Mechanical Engineering | Average: 3.00 and above - No F, FX, and/or W from any course - At least 5th Semester student excluding ELS - Preferably Mechanical Engineering student - If not, Electrical and Civil Engineering students may also be considered. - ME 4th and 3rd Grade | 2 | 12 |
| Faculty of Architecture and Design Department of Architecture | It is required to be a 3rd or 4th-year Architecture student, to have a GPA above 2.5, to be competent in the use of devices and software in the model laboratory, and to be competent in 2D and 3D representation. | 2 | 40 |
| Dean of the Faculty of Engineering | Students who will apply are expected to comply with flexible working days and hours. It is expected to have program flexibility to provide a total of 10 hours of support per week during working hours. The students who will work should have a good command of office programs and have passed to the faculty. Preferably not a 4th-grade student. | 1 | 40 |
| Organization Team | The students who will work are expected to be experienced in organization, be experienced in presentation, assistant, design, technical and similar issues, be prone to teamwork and to have taken part in university activities before. Sports, Culture and Arts etc. It is recommended that our students who are considered to take part in the events present the relevant certificates and documents of their education. *Monthly working hours of our students who will work in this category are not fixed and may vary during the organization periods. | 30 | 40 |
| Student Affairs Office | The conditions for the student to be employed are to have a good command of office programs, to have passed to the faculty and to have a success average of over 2.50. | 3 | 40 |
| Center for Teaching and Learning | Having computer knowledge at a level to organize CTL's website, follow social media accounts, and prepare infographics and posters. Having a minimum of B2 level of English (Grades taken from ENG coded courses will be taken into account) Having a General Academic Average of 3.00 and above, Ability to adapt to flexible working hours Strong communication skills (written and verbal), Respecting business ethics and sticking to ethical values, CTL experience Preferably a 3rd or 4th-year student at the Faculty of Education, Department of Rehabilitation and Psychological Counseling Having a GPA of at least 2.50, fluent in English Effective use of MS Office programs Disciplined Able to express himself orally and in writing. We are looking for a teammate with ethical values. | 1 | 40 |
| Social and Cultural Affairs Directorate | The conditions for the student to work are to have a good command of office programs and to have transferred to the faculty. It is preferred that the student has worked in the management of a community, union or group before, took part in the student council or served as a faculty representative. | 6 | 40 |
| Social and Cultural Affairs Directorate / Dorn | The student must be staying in the dormitories of TED University. It is expected to adapt to flexible working hours, especially at night. | 2 | 40 |
| TEDU Sports Center | Students who will work are required to know how to swim, to have a lifeguard certificate if possible, to be interested in sports branches, to have a good command of office programs, and not to be compatible with flexible working hours. | 10 | 40 |
| TEDU SEM | The conditions for the student to work are to have a good command of computer use and office programs (especially Outlook), to have passed the faculty and to have a success average of over 3.00. It is preferred that the student has previously worked in community management and took part in social activities. It is expected to be a student of English Language and Literature, preferably. FEAS or faculty of education student with a minimum GPA of 2.50. Being prone to assertive group work and having previously worked part-time in a continuing education center is preferred. | 2 | 40 |
| TEDU Alumni Association | The student who will work is expected to be in the 3rd or 4th year, to be familiar with banking transactions and to have a good command of Microsoft Office programs. | 1 | 40 |
| Trade Research Center | A General Academic Average (GPA) of 3.00 and above is required. | 1 | 40 |
| Center for Gender Studies | To be sensitive, knowledgeable and aware of gender issues. Interested candidates should write a letter of intent regarding their desire to work in this unit and submit it together with the application form. | 3 | 40 |
| International Programs Office | An advanced level of English proficiency is required. | 1 | 40 |

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| Department of Elementary Education - Primary Education | EDUC203 Instructional Technologies EGEP101 Basic Mathematics in Primary School. To have at least BB in EDUC 201 Teaching Principles and Methods courses, not to be currently in a part-time job, to have a 3.50-grade point average. | 2 | 12 |
| Department of Elementary Education - Primary Education | To have received at least BB from EDUC203 Instructional Technologies courses. Experience in social media applications Not currently taking part in a part-time job, having a GPA of 3.50. | 2 | 12 |
| Department of Elementary Education - Primary Education | EGEP104 Basic Science in Primary School, EGEP203 Science Lab Applications Having at least BB in EDUC203 Educational Technologies courses, not currently taking part in a part-time job, having a grade point average of 3.50. | 2 | 8 |
| Department of Mathematics and Science Education - Mathematics Education | MATE 103 Analysis 1 MATE 104 Analysis 2 MATE 106 Abstract Mathematics To have taken AA from MATE 203 and MATE 204 Linear Algebra 1 and 2. | 2 | 8 |
| Department of Mathematics and Science Education - Mathematics Education | To have taken AA from at least one of the MATE 305 and MATE 208 Statistics courses. | 1 | 12 |
| Department of Mathematics and Science Education - Mathematics Education | Having received EPDAD Student Evaluation Training or volunteering to receive training on this subject | 1 | 12 |