

IBN HALDUN UNIVERSITY VACANCIES

Accounting Specialist | Full-Time

Our University is seeking an **Accounting Specialist** to be assigned to the Department of Financial Affairs, in line with the qualifications and job description below.

General Qualifications

- Graduate of a 2-year or 4-year university program,
- Knowledge of general accounting,
- Proficient in accounting principles, relevant legislation, and the Uniform Chart of Accounts,
- Preferably at least 3 years of accounting experience at a university or educational institution,
- Able to use digital tools and Microsoft Office programs effectively,
- Preferably experienced with ORKA or similar accounting software,
- Strong follow-up and time management skills,
- Able to carry out effective reporting and analysis,
- Strong planning and coordination skills,
- Strong verbal and written communication skills,
- Team-oriented,
- For male candidates, having completed military service,
- Preferably residing on the European side of Istanbul.

Job Description

- Perform daily accounting transactions in accordance with the Uniform Chart of Accounts,
- Handle bank records, foreign currency transactions, and preparation of instructions,
- Prepare documents such as sales invoices and expense receipts,
- Enter purchase invoices, expense slips, and similar documents,
- Prepare requested reports when necessary,
- Perform other duties assigned by managers.

Social Sciences Ambassador | Temporary

Our University is seeking Promotional Representatives to serve as **Social Sciences Ambassadors** on a temporary basis within the Promotion Office of the Department of Corporate Communications and Promotion.

Social Sciences Ambassadors are representatives who communicate Ibn Haldun University's academic approach, values, and opportunities to high school students in different cities across Türkiye and take an active role in the University's on-site promotional activities.

This position offers an important experience opportunity for candidates who wish to meet students in different cities across Türkiye, share the university experience and the opportunities offered by the social sciences, and help prospective students access accurate information during their university and program selection process.

Responsibilities

- Represent Ibn Haldun University in high school visits, seminars, and other promotional activities planned across Türkiye,
- Deliver promotional and informational presentations to prospective students about the University's academic structure, undergraduate programs, scholarships, and student opportunities,
- Communicate effectively with school administrators, guidance counselors, and prospective students to carry out the University's promotional activities in the field,
- Support the preparation of weekly and monthly schedules for schools to be visited and carry out field planning,
- Regularly record data related to visits and meetings,
- Prepare the necessary field and activity reports and submit them to the relevant managers,
- Ensure that the necessary contact information is obtained from prospective students in accordance with the relevant rules and forwarded to the central office,
- Ensure that promotional materials and promotional items are delivered to the planned institutions, teachers, and students,
- Track expenditures related to field activities and prepare expense reports,
- When needed, support prospective student promotional activities on campus and other activities of the Promotion Office,
- Carry out all duties and activities in accordance with Ibn Haldun University's corporate identity and representation principles.

Qualifications

- Currently pursuing a master's degree at Ibn Haldun University, preferably having completed coursework and being in the thesis stage; or having graduated from an undergraduate program at Ibn Haldun University and currently pursuing postgraduate education or preparing for academic examinations,
- Holds a Class B driver's license and is an active driver,
- Has no restrictions on intercity travel across Türkiye and can adapt to an intensive field schedule,
- Strong communication and presentation skills,
- Able to speak effectively and clearly in public,
- Able to establish strong communication with high school students, guidance counselors, and school administrators,
- Competent in representing our University at different institutions and in different cities,
- Strong planning, follow-up, and reporting skills,
- Able to use Microsoft Office programs effectively,
- Preferably proficient in Excel,
- Team-oriented, responsible, organized, and solution-focused.