

 <b>FIRAT ÜNİVERSİTESİ</b>  <b>FIRAT UNIVERSITY</b>	<b>FACULTY SECRETARY</b>	<b>Document No.</b>	<b>KYS-GRV-024</b>
		<b>Publication Date</b>	<b>23.12.2021</b>
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<b>JOB TITLE</b>	Faculty Secretary
<b>TITLE AFFILIATED</b>	Dean

#### **JOB DESCRIPTION**

In accordance with the objectives and principles determined by the senior management of Firat University; in line with the vision and mission of the faculty, in order to carry out all necessary activities in a rational manner in accordance with the principles of effectiveness and efficiency, the faculty carries out administrative and academic affairs with responsibility towards the Dean and Vice Deans.

#### **DUTIES, AUTHORITIES AND RESPONSIBILITIES**

- If the dean deems it appropriate, he/she shall carry out the task of realization officer
- He/she shall carry out all administrative works of the faculty inside and outside the university
- He/she shall act as the rapporteur of the faculty board and faculty management board
- He/she shall monitor the personal files of the administrative staff in the faculty and provide the necessary information to the higher authorities when requested
- When requested by the higher authorities, he/she shall obtain information regarding the students from the advisors and submit it to the relevant authority
- He/she shall ensure that all internal and external correspondences of the faculty are carried out, followed up and their records are kept
- He/she shall assist the academic staff in solving the problems in and out of the course and provide the necessary assistance and support for the effective conduct of the courses
- He/she shall ensure that the health reports of the students are delivered to the relevant department
- He/she shall provide the course materials needed by the academic staff and have them maintained and repaired
- He/she shall ensure the division of labor among the administrative, technical and support services personnel working in the faculty and perform the necessary inspection and supervision
- He/she shall know the legislation regarding the academic and administrative staff and follow the changes
- Takes/has taken necessary security measures on the faculty campus
- Prepares projects for physical infrastructure improvements
- Makes necessary preparations for the safe conduct of education-training activities and exams at the faculty
- Performs necessary procedures to respond to letters sent to the Dean's Office from institutions/ organizations and individuals
- Prepares the agendas of faculty boards; ensures that decisions taken are printed, distributed to the relevant parties and archived
- Ensures that the personnel rights of academic and administrative personnel are carried out
- Responds to simple requests for information within the framework of the law on access to information
- Ensures that student affairs are carried out in an orderly manner
- Arranges the permissions of administrative personnel in a way that will not disrupt the functioning of the faculty
- Initials the letters to be submitted for the signature of the Dean
- Ensures that the procedures required for the purchase of all kinds of goods and materials required for the faculty are carried out by the movable records control officer
- Performs other tasks assigned by the Dean's Office within the scope of duty
- Have the authority to perform the duties and responsibilities specified above
- Be able to use the necessary tools and equipment for the realization of the activities

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- Have the authority to sign
- Use the spending authority
- Use the authority of being the first record officer and disciplinary officer of the Dean's Office administrative personnel
- Assigns work to the managers and personnel under his command, directs them, checks their work, corrects them, warns them when necessary, informs and have the authority to request a report

#### **QUALIFICATIONS REQUIRED FOR THE JOB**

- To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547
- To have work experience at the level required by the position
- To be at least a college or undergraduate graduate
- To have managerial qualifications; to know the requirements of management and administration
- To have the necessary decision-making and problem-solving qualifications to continue their activities in the best way

#### **LEGAL BASIS**

- Higher Education Law No. 2547
- Academic Organization Regulation in Universities
- Civil Servants Law No. 657
- Public Procurement Law No. 4734