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Research Assistant

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, research assistants work as teaching assistants who assist in research, studies, and experiments conducted in higher education institutions and perform other related duties assigned by authorized bodies.

DUTIES AND RESPONSIBILITIES

1. To act in accordance with the aims and principles stated in Articles 4 and 5 of the Higher Education Law, and the job descriptions specified in Articles 3/p and 33.

2. To be present and assist in conducting scientific research and activities.

3. To complete tasks assigned in relation to the graduation ceremony and orientation program.

4. Leading student groups representing the College at sports festivals.

5. Participating in the preparation of course and exam schedules.

6. To assist faculty members in student advising services.

7. To attend meetings and representations as deemed appropriate.

8. To conduct scientific research and activities, and to publish works.

9. Pursuing an academic career by enrolling in master's and doctoral programs.

10. To ensure the efficient, effective, and economical use of resources.

To support the mandatory annual work of Department 11, such as educational activities, strategic planning, and performance criteria.

12. To comply with the college's ethical guidelines and support internal control activities.

13. To perform other duties assigned by the Head of Department, the Head of Division, and the Director of the College.

POWERS

- Having the authority to perform the duties and responsibilities mentioned above.
- Being able to use the necessary tools and equipment to carry out the activities.

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HIS CLOSEST EXECUTIVE

Department Head, Program Head

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 1657 and the Higher Education Law No. 2547;

2. Having the level of work experience required for the position,

3. Possessing the necessary decision-making and problem-solving skills to perform their activities in the best possible way.

RESPONSIBILITY

Research Assistants are accountable to the Department Heads and Division Heads of the College while performing all the duties listed above in accordance with laws and regulations.

Sources:

1. Higher Education Law No. 2547