Machine Translated by Google

Department Secretary

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, the Department Secretary is responsible for handling official correspondence related to the Department.

DUTIES AND RESPONSIBILITIES

1. To handle and follow up on general correspondence related to the department secretariat, and to organize necessary workflows on a daily, monthly, and yearly basis to ensure that tasks within the department secretariat are completed accurately and on time.

2. To assist department heads in preparing course plans and handle their correspondence.

3. To assist department heads in preparing course schedules, to prepare necessary data related to the course schedule, and to handle necessary correspondence.

4. Writing letters to inform faculty members about course schedules.

5. To assist department heads in preparing exam schedules, to prepare necessary data related to the exam schedule, and to handle necessary correspondence.

6. To announce course schedules and exam schedules to faculty members and students.

7. To submit the necessary data to the department head during the preparation of the programs.

8. To inform students about classes that instructors are unable to teach due to valid reasons; and to inform the College Directorate accordingly.

9. In accordance with the academic calendar, students must submit the course information and instructor information for each program to the student affairs office at the beginning of each semester, so that they can register for courses online.

10. To assign student advisors before the start of each academic year.

11. Archiving midterm, final, supplementary, amnesty, and exemption exam results; and grade confirmation forms.

12. To present the courses previously completed by new students to the course instructors for review, to ensure that adaptation decisions are made, and to handle the correspondence regarding the submission of this information to the board of directors.

13. Receiving student requests for suspension of enrollment and handling correspondence to submit them to the board of directors.

14. Handling student correspondence regarding internships and guiding students in this matter.

Machine Translated by Google

To handle correspondence regarding the extension of the terms of office for academic staff affiliated with Department 15.

16. To receive requests from teaching staff for grade corrections and to handle the necessary correspondence to present them to the board of directors.

17. To handle correspondence and announcements regarding food assistance.

18. To handle correspondence and make announcements regarding scholarships.

19. To process students' disengagement procedures and sever their ties with the department.

20. To handle correspondence related to student transfer procedures.

21. To make announcements and notices regarding academic staff and students.

22. To handle the necessary correspondence regarding student graduation.

23. To follow up on and implement decisions of the Council of Higher Education, the Senate, etc.

24. To handle all tasks, procedures, and correspondence related to student amnesty.

25. To receive students' excused registration renewal applications and to handle the necessary correspondence for submission to the board of directors.

27. To cooperate with other units within the organization for departmental operations when necessary.

Archiving documents related to Chapter 28,

29. To implement the decisions made by the student-related committees and to inform the relevant parties.

30. To fulfill students' document requests.

31. To collect departmental data and submit it to the editorial unit in order to prepare activity reports.

32. Handling correspondence for conferences, seminars, etc.

33. To ensure that all individuals entering the work environment leave satisfied.

34. To politely answer students' questions regarding education or to direct them to the relevant department.

35. To inform the college secretary about the tasks that could not be completed by the department secretariat and the reasons for them.

36. To use the college's assets and resources efficiently and economically.

37. Avoid extravagance and respect privacy.

Machine Translated by Google

38. To adhere to working hours and dress code regulations.

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

40. Knowing that you have sensitive responsibilities and acting accordingly.

41. To perform other tasks assigned by the Department Head and the College Secretary.

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.

HIS CLOSEST EXECUTIVE

College Secretary

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 1657;

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

The Department Secretary is accountable to the College Director, the College Deputy Directors, the Department Heads, and the College Secretary while performing all the aforementioned duties in accordance with laws and regulations.

Sources:

1. Civil Servants Law No. 657