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Assistant Director of the College - 2

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University; to conduct, plan, direct, coordinate, and supervise all activities necessary for the effective and efficient delivery of education and training in line with the vision and mission of the Vocational School.

DUTIES AND RESPONSIBILITIES

According to Article 16 of Law No. 2547, the Deputy Director of the Higher Education Institution is responsible for fulfilling its duties.

They provide primary assistance to the College Director in all aspects of the unit's management and administration. They also act on orders given by the College Director;

. Personnel Affairs

• Accounting & Financial Affairs (Purchasing)

. Fixed Assets and Inventory Management

. Civil Defence Affairs

. They carry out tasks such as monitoring College Board Meetings on behalf of the College Director.

. Other duties assigned by the College Director:

1. To chair committees such as the College Academic Board, College Board, and College Administrative Board when the College Director is absent.

2. To monitor the appointments, positions, leave, reports, and other personnel rights of academic and administrative staff, to listen to their requests in this regard, and to resolve them.

3. To oversee disciplinary proceedings for academic and administrative staff.

4. Planning the building usage and the distribution of rooms,

5. To review preparations related to study rooms and classrooms, identify needs, and supervise the work.

6. To supervise technical services.

7. To ensure that necessary precautions are taken regarding laboratories.

8. To ensure the execution of plans related to interior and exterior building repairs.

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9. To hold discussions with the heads of the relevant departments regarding materials to be acquired by the college or to be produced in other units, and to listen to their opinions and suggestions.

10. To ensure that the needs of the higher education institution are met, and that the assigned personnel are selected and supervised.

11. To supervise accounting and inventory services, and to ensure that warehouses are kept in order.

12. To support the use of nearby parking facilities and to help resolve any problems.

13. Regulating relations with the canteen,

14. To be responsible for the cleanliness and order of the administrative building and classrooms.

15. To ensure that the duties and responsibilities of administrative personnel are defined.

16. To ensure the smooth operation of the printing, photocopying, and data processing units.

17. To ensure that internal and external announcements and notices are monitored.

18. To ensure that forms from the departments are delivered to the relevant units on time.

19. To regulate relations with ÖSYM (Student Selection and Placement Center) and the Open Education Faculty (AÖF).

20. Preparing the activity report, strategic plan, compliance action plan and audit report.

21. To supervise and finalize procurement and tender processes.

22. To review and supervise requests for book exhibitions, stands, posters, and similar items to be displayed at the college.

23. Checking cleaning services,

24. Regularly opening and evaluating suggestion and feedback boxes.

25. To ensure and check the preparation of tuition fee forms.

26. To comply with the college's ethical rules and participate in internal control activities.

27. Performs other duties assigned by the College Director related to his/her area of responsibility.

28. The Deputy Directors of the College should be aware of and informed about the activities of the other Deputy Director and should be able to exercise executive authority in that area when necessary (in all cases where the Deputy Director of the College is not on duty).

29. They have full authority in both management and expenditure matters when the College Director is not on duty.

30. The College Director is responsible for the performance of the duties mentioned above.

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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.
- To exercise the representation authority of Süleyman Demirel University.
- Having the authority to sign.
- Using spending authority.
- Assigning tasks to, directing, and monitoring the work of managers and personnel under their command,

To have the authority to make corrections, issue warnings when necessary, and request information and reports.

HIS CLOSEST EXECUTIVE

College Director

JOB TITLES FOR ASSISTANT PROFESSIONALS

Department Heads, Faculty Members, College Secretary, Department Secretaries, College Director's Office

QUALIFICATIONS REQUIRED FOR THIS JOB

Possessing the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,

Having the level of work experience required for the position,

Possessing managerial qualities; knowing the requirements of leadership and management,

Possessing the necessary decision-making and problem-solving skills to perform their duties effectively.

RESPONSIBILITY

The Deputy Director of the College is accountable to the Director of the College while performing all the duties listed above in accordance with laws and regulations.

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Sources:

1. Higher Education Law No. 2547