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Assistant Director of the College - 1

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;

- Educational Matters
- Student Affairs
- International Affairs (Farabi – Erasmus)
- Bologna Coordination Programme Management
- College Web Management

• Monitoring College Board Meetings, College Administrative Board Meetings
Follow-up

- Other duties assigned by the College Director:

1. Prepares the college's strategic plan.

2. It develops policies and strategies related to education, training, and research.

3. Prepares the presentations for the Academic General Assembly held each academic year.

4. Examines the documents to be submitted to the boards related to education and training.

5. Ensures that regulations and guidelines are prepared at the college when necessary.

6. Ensures that "Teaching Process Evaluation Questionnaires" are administered to teaching staff.

7. It ensures that teaching staff conduct their classes regularly.

8. Plans lesson plans, classroom assignments, and exam schedules, and presides over the groups formed for these tasks.

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9. Monitors lessons, ensures exams are conducted on time, oversees the effective use of classrooms, and coordinates the use of the computer lab.

10. Checks course assignments, identifies teaching staff to be requested from outside the College, and informs the College Director about this.

11. Ensures that course registrations are done in an orderly manner at the beginning of each semester.

12. Prepares and administers student evaluation surveys of the college.

13. Organizes orientation events for new students.

The 14th grade student council organizes the elections for class representatives and college representatives and presides over these meetings.

15. It handles and monitors applications related to horizontal transfer, vertical transfer, double major, and admission of international students.

16. Supervises matters related to student reports and permissions.

17. It monitors student numbers, academic performance, and keeps statistics.

18. He/she handles all scholarship procedures and chairs the committees that will be established.

19. It deals with the problems of poor, disabled, and needy students.

20. The student monitors investigation files and chairs the committees that will be established.

21. Organizes preparations for the graduation ceremony.

22. It supervises all kinds of activities organized by student clubs and students.

23. It examines the clubs' requests regarding posters, equipment, and venues.

24. On behalf of the College Director, he/she listens to student problems and works to resolve them.

25. It assists students who wish to benefit from the Erasmus and Farabi programs and coordinates with departments.

26. It monitors the academic performance of foreign students from Turkic Republics and other countries, and coordinates with the Ministry of National Education and relevant embassies.

27. The department prepares diploma supplements based on the European Credits Transfer System (ECTS) for each program and makes them available to students who request them.

28. It ensures the creation of an information system in a computer environment at the college.

29. Ensures the preparation and smooth operation of the college's website.

30. Maintains relations with relevant institutions.

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31. Reviews student internship applications.

32. Reviews job applications submitted to the college and ensures that these applications are announced.

33. It determines the working hours and locations of students who will work part-time.

34. The college organizes events such as conferences, panels, meetings, symposiums, seminars, dinners, trips, and technical tours.

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

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

37. 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).

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

39. He/She is responsible to the College Director for the performance of the duties mentioned above.

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

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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.

Sources:

1. Higher Education Law No. 2547