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Student Affairs

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, the Student Affairs Officer shall carry out the duties assigned to him/her within the scope of the unit in which he/she is employed, in line with the provisions of laws, regulations, and other legislation.

DUTIES AND RESPONSIBILITIES

1. Performing the initial registration procedures for students newly enrolled in the college.

2. Preparation of student certificates, transcripts, and military service certificates, and handling of postal procedures.

3. Implementing registration suspension procedures,

4. Processing the applications of students who voluntarily withdraw their registration.

5. Managing student scholarship and meal assistance processes.

6. Conducting student disciplinary procedures,

7. Managing the registration processes for horizontal and vertical transfers.

8. Deriving success rates,

9. Correspondence procedures, filing and archiving of documents,

10. To resolve any issues that may arise in the Student Information System by consulting with the IT Department.

11. To manage incoming and outgoing student transactions related to programs such as Erasmus, Farabi, and Mevlana.

12. Preparation for student representative elections,

13. Making announcements regarding students,

14. Preparation of annual statistical data,

15. Entering the grades from the exam lists into the student records and archiving the exam lists,

16. Graduation and disassociation procedures, as well as the preparation of graduation certificates.

17. Fill out the information regarding the Prime Ministry and student loans and send it to the relevant units.

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18. Assigning course duties,

19. Processing the applications of part-time student employees.

20. Preparation of student decisions to be approved by the College Board of Directors.

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

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

23. Performing other tasks and operations assigned by the supervisor(s) related to the process to which they are assigned.

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 student affairs officer is accountable to the College Director, the College Vice-Directors, and the College Secretary while performing all the aforementioned duties in accordance with laws and regulations.

Sources:

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1. Civil Servants Law No. 657