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Editorial Office

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University; the Office Manager shall carry out the tasks assigned to him/her within the scope of the unit in which he/she is employed, in accordance with the provisions of laws, regulations, bylaws and other legislation.

DUTIES AND RESPONSIBILITIES

1. To prepare the agendas of the college boards (Board of Directors, College Board, and Academic General Assembly) one day in advance, record the decisions taken in the decision book, and distribute them to the relevant units.

2. To draft and obtain signatures for College Board Decisions.

3. Organizing the college's correspondence and preparing documents for signature.

4. Registering incoming and outgoing documents, forwarding documents to the relevant units with proper documentation.

5. To ensure that domestic and international postal operations are carried out regularly every day.

6. To protect all information and documents belonging to the College Directorate and to prevent them from falling into the hands of unauthorized persons.

7. To work in harmony with other units in terms of workplace efficiency and harmony.

8. Maintaining statistical information related to the college.

9. Ensure that correspondence is concise, clear, and error-free.

10. Checking and receiving documents from departments, returning any that are incorrect.

11. Monitoring changes to laws and regulations,

12. Following periodicals,

13. Remove documents that need to be archived at the end of the year.

14. Preparing documents in accordance with regulations.

15. To keep a copy of the documents sent to higher authorities, other institutions and organizations.

16. To prevent unnecessary correspondence,

17. Avoid using potentially dangerous appliances such as stoves, heaters, and tea makers in the office, and check electronic devices such as computers and printers at the end of the workday.

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

19. To use the assets and resources of the higher education institution efficiently and economically.

20. Avoid extravagance, respect privacy,

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

22. Being aware of and acting upon the fact that they have sensitive and risky responsibilities.

23. To perform other duties assigned by 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 administrative manager is accountable to the College Director, the College Deputy Directors, and the College Secretary while performing all the aforementioned duties in accordance with laws and regulations.

Sources:

1. Civil Servants Law No. 657

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