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College Director's Secretary

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, the Head of the Vocational School conducts meetings, receives appointments, and performs other duties to ensure that all necessary activities of the Vocational School are carried out in accordance with the principles of effectiveness and efficiency.

DUTIES AND RESPONSIBILITIES

1. The College Director conducts his/her meetings and receptions in accordance with contemporary communication principles.

2. It facilitates internal and external telephone calls for the College Director.

3. Receives documents arriving at the College Directorate and registers them in the document program.

4. Ensures that documents received by the College Directorate are signed by senior administrators and forwarded to the relevant units.

5. Ensures that the transferred documents are delivered to the relevant departments against a receipt.

6. Ensures communication between the College Director and all official institutions and units.

7. When the College Director is not present, the visitor notes the names of the visitors and forwards this information to the College Director.

8. The College Director manages internal and external appointment requests.

9. Prepares and distributes the College Director's congratulatory messages on religious and national holidays.

10. Follows up on the correspondence regarding the resignation and commencement of duties for the College Director, and makes travel and accommodation reservations.

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

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

13. Performing other tasks and duties assigned by the superior(s) to whom they report.

POWERS

. Having the authority to perform the duties and responsibilities mentioned above.

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- Being able to use the necessary tools and equipment to carry out the activities.

HIS CLOSEST EXECUTIVE

College Director's Office

RESPONSIBILITY

In fulfilling the duties mentioned above, he/she is accountable to the College Director and the College Secretary.

Sources:

1. Higher Education Law No. 2547