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College Secretary

JOB DESCRIPTION

In accordance with the aims and principles determined by the senior management of Süleyman Demirel University, the School organizes its administrative and academic affairs in line with the vision and mission of the School, ensuring that all activities necessary for conducting education and training are carried out effectively and efficiently, and is accountable to the School Director and Deputy School Directors.

DUTIES AND RESPONSIBILITIES

The College Secretary, in accordance with Article 51(b) of the Higher Education Law No. 2547, is responsible for the administrative services of the College, reporting to the College Director.

1. To plan, coordinate, and supervise the healthy, orderly, and harmonious execution of matters falling within the scope of the College Secretariat's responsibilities, in accordance with relevant legislation.

2. The Academic General Assembly prepares the agendas of the College Board, College Management Board, and College Disciplinary Board in accordance with the instructions of the College Director, ensures that they are announced to the relevant parties, and acts as a rapporteur for the boards.

3. To prepare the college's fiscal year budget and ensure its optimal use.

4. To ensure the smooth running of internal and external correspondence.

5. The college takes the necessary security measures on its campus.

6. To ensure the continuation of heating, lighting, cleaning, maintenance and repair services for all buildings belonging to the college, and to take security measures.

7. To ensure the procurement of goods and services needed by the college.

8. Participating in the arrangement and distribution of study rooms.

9. Ensures the cleaning services are carried out and performs the necessary checks.

10. It acts in accordance with the principles of saving and ensures the efficient and economical use of resources.

11. It provides the teaching materials needed by the instructors and arranges for their maintenance and repair.

12. Ensures that records of the college's fixed assets are kept, that system entry and exit procedures are carried out, and that the tools and equipment within the college are ready for service at all times.

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13. Organizing ceremonies held by the college.

14. To monitor the legislation related to the activities of the College Secretariat.

15. To monitor the implementation and payments related to personnel's personal rights.

16. Participates in and supervises civil defense activities.

17. Ensures that the examination processes for academic staff to be hired by the college are monitored and the results are forwarded to the Rectorate. Ensures that necessary reminders are given for the extension of the academic staff's terms of office.

18. Coordinating services related to student affairs.

19. Coordinating personnel-related processes.

20. To supervise subordinate personnel, ensure that personnel comply with the dress code regulations during working hours, and monitor personnel's work.

21. To ensure coordination among the units/personnel of the College Secretariat, to ensure that the units/ personnel work together in cooperation and harmony, and to resolve any problems that arise.

22. To inform their superiors about their work related to their duties.

23. To develop projects to ensure the efficient operation of college units/personnel.

24. To initiate disciplinary investigations against its personnel when necessary, as stipulated by law.

25. To ensure the preparation of an annual activity report for the studies.

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

27. To perform other duties as deemed appropriate by the College Director and College Vice-Directors.

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.

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HIS CLOSEST EXECUTIVE

College Director and College Deputy Director

JOB TITLES FOR ASSISTANT PROFESSIONALS

Department Secretaries and College Director's Office

QUALIFICATIONS REQUIRED FOR THIS JOB

- In the Civil Servants Law No. 657 and the Higher Education Law No. 2547 possessing the specified general qualifications,
- 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 College Secretary is accountable to the College Director and his/her deputies while performing all the duties listed above in accordance with laws and regulations.

Sources:

1. Higher Education Law No. 2547

2. Law No. 657 on Civil Servants

3. Regarding the Administrative Organization of Higher Education Institutions and Higher Education Supervisory Bodies Decree Law

Higher Education Council

JOB DESCRIPTION

The College Board consists of the director as chairman, the vice-directors, and the heads of the departments or divisions that comprise the college. The College Board normally meets at the beginning and end of each semester. The College Director convenes the College Board when deemed necessary.

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DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Higher Education Council are defined in Article 20, paragraph (c) of the Higher Education Law No. 2547.

Duties: The college board is an academic body that performs the following duties:

1. To determine the principles, plans, programs, and academic calendar related to the educational, scientific research, and publication activities of the college.

2. To elect members to the college's board of directors.

3. To perform other duties assigned by these laws and regulations.

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.

HIS CLOSEST EXECUTIVE

College Director's Office

RESPONSIBILITY

The College Board is accountable to the College Director and his/her deputies while fulfilling the aforementioned duties in accordance with laws and regulations.

Sources:

1. Higher Education Law No. 2547