

	<b>T.C. FIRAT UNIVERSITY</b> <b>JOB DESCRIPTION FORM</b>	
	<b>FACULTY/DEPARTMENT</b>	Faculty of Health Sciences
	<b>AFFILIATED UNIT</b>	Dean/Faculty Secretary
	<b>TITLE</b>	Continually Worker/Department Secretary
	<b>NAME SURNAME</b>	Müzeyyen SAVUCU

### **JOB DESCRIPTION**

To fulfil the works and transactions for which he/she is responsible within the framework of the powers required by his/her title in accordance with the law and other legislative regulations; to perform essential and continuous public services carried out according to the principles of general administration.

### **DUTIES, POWERS AND RESPONSIBILITIES**

1. To forward incoming letters to the Head of Department.
2. To write the decisions of the Department Board and cover letters under the supervision of the Head of the Department.
3. To record the outgoing documents and file the copies.
4. To deliver the document to the relevant person or unit.
5. To publish/announce the course curriculum, course programmes, exam programmes and announcements on the department web page.
6. To carry out the correspondence of the course plans, course loads, open course assignments, weekly and semester course plans, assignments and course changes, semester course and teaching type changes, course grouping procedures prepared by the department head.
7. To carry out midterm, final, excuse, single course and additional exam procedures.
8. To collect the final exam results from the lecturer / lecturers within one week from the exam date and submit them to the head of the department.
9. To make exemption procedures related to the courses that the students who come with new enrolment or transfer have seen in their previous education and to make exemption correspondence for the students who are successful as a result of the exemption exam conducted by the University.
10. To follow up the activities related to course evaluation.
11. To carry out the procedures of the students who come by horizontal transfer.
12. To carry out department correspondence.
13. To carry out unit filing procedures, to ensure the delivery of materials to be transferred to the archive.
14. To receive the correspondence related to the correspondence and sign the minutes.
15. To ensure that the student certificate, transcript, course content and course curriculum requested by the students are given to the student.

- 16.** To have the head of the department sign the course and exam fee forms of the faculty members / lecturers of the department and deliver them to the Financial Affairs unit.
- 17.** To notify/announce meetings, announcements, etc. of the department head to the department staff.
- 18.** To carry out other works and procedures assigned by the senior manager / managers to whom he / she is affiliated.

### **QUALIFICATIONS REQUIRED FOR THE JOB**

- To have the conditions specified in the Civil Servants Law No. 657.
- To have the necessary decision-making and problem-solving qualifications to carry out the activities in the best way.

### **LEGAL BASIS**

- Law No. 657 on Civil Servants