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|  | <b>T.C. FIRAT UNIVERSITY</b><br><b>JOB DESCRIPTION FORM</b> |                                          |
|                                                                                   | <b>FACULTY/DEPARTMENT</b>                                   | Faculty of Health Sciences               |
|                                                                                   | <b>AFFILIATED UNIT</b>                                      | Dean/Faculty Secretary                   |
|                                                                                   | <b>TITLE</b>                                                | Computer Operator/Administrative Affairs |
|                                                                                   | <b>NAME SURNAME</b>                                         | Gülçin KARAKAYA                          |

### **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, AUTHORITIES AND RESPONSIBILITIES**

1. To ensure that all documents received by the Dean's Office are recorded, distributed, controlled and followed up of documents and correspondence procedures.
2. To follow up the term of office of the members of the Faculty Board and the Faculty Administrative Board.
3. To follow up the appointment and term of office of the Head of Department.
4. To follow up the appointment procedures and terms of the Heads of Departments.
5. To follow up the terms of office of faculty members/teaching staff.
6. To ensure that annual leaves are prepared and recorded in the leave logs.
7. To write and distribute the decisions of the Faculty Board and the Faculty Administrative Board and to file the decisions.
8. To write, distribute and file the decisions of the Faculty Disciplinary Board.
9. To write, distribute and file the decisions of the Disciplinary Board of academic and administrative staff.
10. To write the letters received from the Department Heads, to forward them to the relevant places and to follow up.
11. To follow up personnel leave and report procedures.
12. To carry out the procedures for the commencement and dismissal of the personnel.

13. To follow up the Faculty / Institute / School / Vocational School course assignment procedures and notify the relevant places if there is leave, report and assignment.
14. To ensure that academic and administrative personnel files are kept and followed up.
15. To ensure the preparation of the faculty academic activity report.
16. To carry out unit filing procedures and to ensure that the materials to be transferred to the archive are delivered.
17. To carry out and follow up personnel transactions related to personnel.
18. To make plans and programmes related to working principles.
19. To carry out correspondence procedures.
20. To ensure the smooth flow of daily administrative staff signature schedules.
21. 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