

	<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>	Chef/Department Secretary
	<b>NAME SURNAME</b>	Betül KEÇEBAŞ

### **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.
17. To notify/announce meetings, announcements, etc. of the department chairmanship 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 BY THE TASK**

- 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