

Faculty Secretary

1. Assisting the Dean in ensuring the effective and coordinated operation of the faculty's academic and administrative functions by utilizing management functions (Planning, Organizing, Directing, Coordinating, Decision-Making, and Supervising) in compliance with laws and regulations.
2. Supervising administrative personnel to ensure they perform their duties in accordance with laws and regulations.
3. Ensuring faculty services are delivered effectively, efficiently, and promptly.
4. Continuously monitoring and ensuring compliance with regulations and amendments related to academic and administrative personnel.
5. Reviewing all outgoing and incoming documents and correspondence within the faculty units.
6. Processing incoming correspondence addressed to the Dean's Office and overseeing the drafting and verification of response letters.
7. Managing the Electronic Document Management System (EDMS) as the unit document officer by directing incoming documents to relevant faculty units, overseeing response letters, monitoring daily signature processes, and ensuring timely completion of tasks.
8. Initialing documents to be submitted for the Dean's signature.
9. Organizing the duties, authorities, and responsibilities of administrative personnel, as well as establishing working procedures and principles.
10. Holding periodic meetings with administrative personnel, ensuring effective and coordinated work, promoting fair task distribution, adjusting work assignments as needed, and assigning additional tasks when necessary.
11. Preparing agendas for Faculty Board and Faculty Executive Board meetings, acting as a rapporteur, overseeing the drafting and distribution of decisions, ensuring proper archiving, and managing the selection and appointment processes of faculty members for these boards.
12. Overseeing the execution of personnel affairs related to academic and administrative staff.
13. Monitoring the attendance of administrative personnel and organizing their leave schedules to prevent disruptions in faculty operations.
14. Responding to simple information requests within the framework of the Right to Information Law.
15. Coordinating with the faculty's student affairs office to ensure the smooth processing of student-related administrative tasks.
16. Managing correspondence related to faculty members' projects, consultancy, reports, and other works conducted under the Revolving Fund and ensuring that all necessary accounting procedures are completed by the Revolving Fund unit.
17. Coordinating with the movable property recording officer for procurement of faculty supplies and materials, tracking fixed assets, and managing inventory entries and exits.

18. Identifying faculty needs such as stationery and equipment, submitting them to the Dean, and ensuring necessary procurements.
19. Reviewing documents related to procured goods and services, approving their payment, and submitting them to the Dean.
20. Managing payroll, additional course payments, and overtime compensation processes for academic and administrative staff.
21. Certifying copies of diplomas and similar documents as "true copies" upon request from students and staff.
22. Making necessary preparations to ensure the secure administration of educational activities and examinations such as ÖSYM and AÖF.
23. Organizing and finalizing official openings, ceremonies, and student activities.
24. Attending meetings organized by the Rectorate and Dean's Office.