



T.C.
KARABÜK UNIVERSITY
Job Description Form

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Date of Publication	22.06.2022
Revision Date	-
Revision No	0

UNIT	Faculty of Health Sciences
TITLE/FIRST NAME-LAST NAME	Computer Operator Aysel VAROL
TITLE/FIRST NAME-LAST NAME	Faculty Secretary
PERSONNEL TO ACT AS PROXY IN YOUR ABSENCE	
Brief Description of the Task/Job	
Ebelik Bölüm Sekreterliği işlemleri, akademik ve idari personel işlemleri ile akıllı tahta ve projeksiyonların takibi ve kontrolü işlemlerini yapar.	

Duties, Powers, and Responsibilities
<ul style="list-style-type: none">Performing secretarial duties and correspondence for the Midwifery Department of our faculty,Performing duties and correspondence for the Midwifery Division,Performing archiving services and filing duties related to the above tasks (to be delivered to the Archive Officer),Notifying the dean's office of the finalized fall/spring semester course schedules in writing,Communicate course schedules to teaching staff in writing,Post relevant announcements on department student bulletin boards and remove expired ones,Communicate exam schedules to teaching staff and supervisors in writing,Handle correspondence between the faculty and departments and between departments and deliver them to the relevant parties,Keep records of incoming and outgoing correspondence from the department and store them,Ensure that correspondence from the dean's office is handled by the department chair and that necessary correspondence is forwarded to the dean's office on time,Make meeting announcements,Record and process incoming correspondence related to the department,Write the Department Council Decision and send it to the relevant parties, and file a copy,Reporting documents related to the extension of the terms of office of department faculty members to the Dean's Office,Ensuring that exemption requests are reviewed by the Department Chair and advisors,Announcing incoming letters related to students to the Department Chair, advisors, and course instructors, and writing opinion letters for letters requesting opinions,Performing other tasks and procedures assigned by the relevant senior manager/managers,Academic and Administrative Staff Tasks and Procedures (appointment, resignation, title change, etc.),Monitoring and controlling Smart Boards, projectors, and other devices used in our faculty's facilities,Performing tasks and procedures related to the duties carried out on behalf of another person,Paying attention to occupational health and safety issues in the workplace, performing necessary checks on existing electrical appliances, ensuring that doors and windows are kept closed outside working hours,Performing other tasks assigned by the Dean's Office related to its area of responsibility,Protecting all information and documents belonging to units or individuals, preventing them from falling into the hands of unauthorized persons, and refraining from providing materials, information, and documents without the approval of the Administration,Delivering documents related to the scope of duties that will be sent outside the Faculty to the relevant unit,Researching methods to make services more effective and efficient, and working with the Faculty Secretary on changes that need to be made based on the research results,Acting as the Faculty Secretary when the Faculty Secretary is not around,Doing other tasks and procedures given by the senior manager/managers they report to.Be accountable to the Faculty Secretary for the performance of the above duties.



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CRITERIA:

Meet the general requirements in accordance with Article 48 of the Civil Servants Law No. 657.

While performing all of the above duties in accordance with the laws and regulations, the person is accountable to their superiors.