



REPUBLIC OF TÜRKİYE
KARABÜK ÜNİVERSİTESİ
Job Description Form

Document No	UNİKA-FRM-0211
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Unit	Faculty of Health Sciences
Title/Name-Surname	Computer Operator – Keziban YÖRÜKOĞLU
Reporting To	Faculty Secretary
Deputy in Absence	Clerk – Gülşah YAZICIOĞLU
Brief Description of the Position/Job	
Carries out the administrative tasks of the Department of Child Development Secretariat, manages academic and administrative staff procedures, and oversees the monitoring and control of smart boards and projectors.	
Duties, Authorities, and Responsibilities	
<ul style="list-style-type: none">• Carry out secretarial operations and correspondence for the Department of Child Development.• Manage operations and correspondence for the Division of Child Development and Education.• Perform archiving and filing related to assigned tasks and deliver them to the Archive Officer.• Notify the Dean's Office of finalized Fall/Spring semester course schedules with an official cover letter.• Provide course schedules in writing to teaching staff.• Post relevant announcements on the departmental student bulletin boards and remove expired ones.• Provide examination schedules in writing to teaching staff and invigilators.• Conduct correspondence between the Faculty and the Department, as well as between departments, and deliver it to the relevant recipients.• Record and maintain incoming and outgoing correspondence for the Department.• Ensure that correspondence from the Dean's Office is processed by the Department Chair and that required responses are sent to the Dean's Office on time.• Make meeting announcements.• Register and process incoming documents related to the Department.• Draft Department Council decisions, forward them to relevant parties, and file a copy.• Notify the Dean's Office regarding documents related to the extension of teaching staff contracts.• Ensure that exemption petitions are reviewed by the Department Chair and advisors.• Communicate student-related correspondence to the Department Chair, advisors, and relevant teaching staff, and prepare written responses when required.• Carry out other tasks and procedures assigned by their direct supervisor(s).• Perform academic and administrative personnel procedures (appointments, resignations, title changes, etc.).• Monitor and control devices such as smart boards and projectors within the Faculty's operational areas.• Carry out tasks related to positions held in an acting capacity.• Ensure occupational health and safety in the workplace, conduct necessary checks on electrical equipment, and ensure that doors and windows are secured outside working hours.• Carry out other tasks assigned by the Dean related to the Faculty's scope of work.• Safeguard all information and documents belonging to units or individuals, prevent unauthorized access, and refrain from providing materials, information, or documents without administrative approval.	



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- Deliver documents related to their scope of work to the relevant unit when leaving the Faculty.
- Research methods to improve the efficiency and effectiveness of services and collaborate with the Faculty Secretary on necessary changes based on research results.
- Act as Faculty Secretary in their absence.
- Perform other duties assigned by their direct supervisor(s).
- In performing the above duties, they are accountable to the Faculty Secretary.

To meet the general requirements set forth in Article 48 of the Civil Servants Law No. 657. While performing all of the above-mentioned duties in compliance with the laws and regulations, they are accountable to their superiors.

ACKNOWLEDGEMENT	Approved
I have read and understood the job description outlined in this document, and I accept and commit to fulfilling it.	
Date ... / ... / 202	Approved on: ... / ... / 202...
Signature: _____	Signature: _____