



**T.C.**  
**KARABÜK UNIVERSITY**  
**Job Description Form**

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Unit	Faculty of Health Sciences
Title / Name-Surname	Officer Gülşah YAZICIOĞLU
Reporting Manager	Faculty Secretary
Acting Officer in Absence	Computer Operator Fatma ÇAYLI

**Brief Description of the Duty / Task**

Carries out tasks related to the Nursing Department Secretariat, handles administrative and academic staff procedures, and oversees the monitoring and control of smart boards and projectors.

**Duties, Authorities, and Responsibilities**

- Carries out the secretarial tasks and correspondence of the Nursing Department at our faculty.
- Carries out the procedures and correspondence of the Department of Nursing.
- Ensures that archive services and filing procedures related to the tasks on it are carried out (delivery to the Archive Officer).
- Notifies the Dean's Office of the finalized Fall/Spring semester course schedules with a cover letter.
- Delivers the course schedules to the instructors in writing.
- Makes the relevant announcements on the student bulletin boards of the departments and removes the expired ones.
- Transmits the exam schedules in writing to the instructors and invigilators.
- Handles correspondence between the faculty and department, and between departments, and delivers it to the relevant place.
- Records and keeps safe the documents of the outgoing and incoming letters from and to the department.
- Ensures that the incoming correspondence from the Dean's Office is acted upon by the department chair and that the necessary documents are forwarded to the Dean's Office promptly.
- Makes meeting announcements.
- Records and processes incoming documents related to the department.
- Writes the Department Board decisions, sends them to the relevant parties, and files a copy.
- Notifies the Dean's Office of the documents related to the extension of the term of office of the department lecturers.
- Ensures that exemption petitions are reviewed by the Department Chair and academic advisors.
- Announces student-related correspondence to the Department Chair, advisors, and course instructors; prepares responses for documents requiring an opinion.
- Performs other works and procedures assigned by the senior manager / managers to whom he / she is affiliated.
- Performs academic and administrative personnel works and procedures (appointment, resignation, resignation, title change, etc.).
- Monitors and controls the devices such as smart boards, projectors, etc. in the usage areas of our faculty.
- Carries out the duties and tasks related to the position performed by proxy.
- Pay attention to issues related to occupational health and safety in the working environment, perform the necessary checks on existing electrical appliances, and ensure that doors and windows are kept closed outside working hours.
- Performs other duties related to the responsibilities of the Dean's Office.



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- Protects all kinds of information and documents belonging to units or individuals and prevents them from falling into the hands of unrelated persons. Avoids giving materials, information and documents without the approval of the administration.
- Delivers the documents to be sent out of the faculty related to the field of duty to the relevant unit.
- Researches methods to ensure more effective and efficient delivery of services and collaborates with the Faculty Secretary regarding necessary changes based on the research findings.
- Acts as the Faculty Secretary when the Faculty Secretary is absent.
- Performs other works and transactions assigned by the senior manager / managers to whom he / she is affiliated.
- Is responsible to the Faculty Secretary for the fulfillment of the duties stated above.

**CRITERIA:**

To meet the general requirements in accordance with Article 48 of the Law No. 657 on State Civil Servants.

Is responsible to the managers to whom he/she reports while performing all the duties listed above in accordance with laws and regulations.