



TURKISH-GERMAN UNIVERSITY

DEPARTMENT **FACULTY OF LAW**

DOCUMENT TYPE **PERSONNEL JOB DESCRIPTION**

EMPLOYEE

NAME AND SURNAME **TITLE** **RESPONSIBLE MANAGEMENT**

Mehmet Ali AKÇAY

Faculty
Secretary

Vice-Dean

Dean

Job/Task Short Definition:

In accordance with Article 51 of the Higher Education Law No. 2547, planning, directing and supervising administrative and academic affairs in order to carry out education and training effectively and efficiently in accordance with the aims and principles determined by the senior management of the faculty.

Job/Duties :

- Preparing the agendas of the Faculty Board and the Faculty Administrative Board, announcing them to the relevant people and to attend the meetings as a rapporteur.
- Ensuring that the resolutions of the Faculty Council and the Faculty Board are recorded in writing, distributed to the relevant persons and archived.
- Referring the letters received by the Faculty through the Electronic Document Management System to the relevant units and persons, ensuring that the necessary and reply letters are prepared, the signature follow-up and finalisation of the daily work is carried out.
- Controlling the internal and external correspondence/documents of the Faculty.
- Initialing the correspondence of the faculty.
- Ensuring that the staff of the Faculty Secretariat and affiliated units act in accordance with their duties, powers and responsibilities and other relevant legislation, and ensuring uninterrupted service to the Faculty by assigning them to different tasks as required and defining their powers and responsibilities.
- Ensuring the participation of faculty administrative staff in courses, trainings, etc. related to their work.
- Monitoring the attendance of administrative staff, to organise and approve their leaves in a way that will not disrupt the functioning of the faculty and submitting them to the Dean's office.
- Making a proposal to the Dean about the personnel to be assigned to the administrative offices of the Faculty and planning the needs of the staff.
- Monitoring and ensuring the implementation of laws and regulations regarding the personal rights of academic and administrative staff.
- Ensuring the accounting of transactions such as salaries, additional courses, promotions of academic and administrative staff as a realisation officer.
- Monitoring the examination procedures, assignments and term renewals of the academic staff to be recruited to the faculty.
- Planning and monitoring the purchase of goods and services required by the faculty.



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- Ensuring and monitoring the inventory records of the goods and materials belonging to the faculty and the warehouse entries and exits.
- Participating in the preparation of the Annual Report, internal audit, strategic plan, following the results and ensuring that they reach the relevant units on time.
- Ensuring that student affairs at the Faculty are conducted in an orderly manner.
- Submitting requests and petitions from students to the administration for evaluation.
- Providing the course material required by the lecturers and providing the support necessary for the effective running of the courses.
- Determining the work related to the maintenance and repair of buildings, forwarding it to the relevant departments and monitoring it.
- Organising conferences, seminars, visits and celebrations of the faculty and carrying out the necessary correspondence.
- Participation in meetings organised by the Rectorate and the General Secretariat.
- Carrying out announcements and communications to the teaching staff.
- Performing other duties as assigned by the Dean and Associate Deans.