



TURKISH-GERMAN UNIVERSITY

DEPARTMENT

FACULTY OF LAW

DOCUMENT
TYPE

PERSONNEL JOB DESCRIPTION

EMPLOYEE

NAME AND SURNAME

TITLE

RESPONSIBLE MANAGEMENT

Mustafa SEZER

Functionary

Faculty
Secretary

Vice-Deans

Dean

YOUR TASKS AND RESPONSIBILITIES

1. Regular review of the EBYS module (Electronic Document Management System), writing letters and their attachments as part of your service, organizing charts/forms, classifying incoming and outgoing physical documents by entering them in the file and archiving them for consultation.
2. Determining the need for teaching materials for the classrooms and providing them if necessary.
3. Regularly checking the Faculty of Law floor in building, informing the relevant units for the repair of the detected malfunctions and monitoring the process.
4. Providing consumables, maintenance and repair of the equipment used in the units.
5. Reproducing and storing the examination documents and making them available to the lecturers on request together with the examination cubes.
6. Archiving the records of interim and final examinations.
7. Carrying out document transfer, delivery-collection procedures, archive documents.
8. Fulfilling other tasks assigned by superiors.
9. Provided that your primary duties remain in your possession; assisting Officer Alper TEMELEVREN in carrying out the work/tasks for which he is responsible when he is absent from duty for a legal reason.