



TURKISH-GERMAN UNIVERSITY

DEPARTMENT **FACULTY OF LAW**

DOCUMENT TYPE **PERSONNEL JOB DESCRIPTION**

EMPLOYEE

NAME AND SURNAME	TITLE	RESPONSIBLE MANAGEMENT		
Can AKSU	Functionary	Faculty Secretary	Vice-Dean	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. Preparing correspondences for signature by providing the necessary data on topics related to your area of responsibility.
3. Monitoring student matters, processing student enquiries and preparing appropriate letters/reports.
4. Tracking course registrations during registration periods and ensuring that approval procedures are completed.
5. At examination times, receiving examination envelopes and transcripts, forwarding them to the relevant units in a timely manner and retaining the transcripts in accordance with legal requirements.
6. At the end of the semester, receiving the mark sheets, forwarding them to the relevant units on time and keeping them according to the legislation.
7. Monitoring all graduation procedures and completing graduation procedures.
8. Making preparations for the preparation of the weekly course schedule and exam schedules and announcing the prepared schedules on time.
9. Ensuring that exam grades are entered on time by following the grade entry screen.
10. Receiving and finalizing applications for Erasmus study mobility, grade appeal-adjustment and exemption applications, registration freeze-registration cancellation, etc.
11. Fulfilling other tasks assigned by superiors.