



TURKISH-GERMAN UNIVERSITY

DEPARTMENT **FACULTY OF LAW**

DOCUMENT TYPE **PERSONNEL JOB DESCRIPTION**

EMPLOYEE

NAME AND SURNAME	TITLE	RESPONSIBLE MANAGEMENT		
Ayşe ÇETİN	Computer Assistant	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 and carrying out the initial/reappointment, tenure, leave, report and other personnel procedures of academic and administrative staff.
4. Processing of staff applications, finalising the process by notifying the higher authorities if necessary.
5. Drafting and authorising secondment letters at home and abroad, tracking the dates of secondment and return trips as well as departure and start dates, informing superiors if necessary.
6. Providing, filing and archiving all kinds of information, documents and statistical data about the personnel if necessary.
7. Convening the meetings of the Faculty Council, the Faculty Board, the Academic Councils and the Disciplinary Councils, organising the venue of the meetings, signing and forwarding the resolutions passed to the responsible units/persons and archiving them.
8. Fulfilling other tasks assigned by superiors.
9. Provided that your main duties remain with you; carrying out the work / tasks that Computer Operator Çağla CEYLAN is responsible for on the days when she is absent from her duty station for a legal reason.