



TURKISH-GERMAN UNIVERSITY

DEPARTMENT

FACULTY OF LAW

DOCUMENT
TYPE

PERSONNEL JOB DESCRIPTION

EMPLOYEE

NAME AND SURNAME

TITLE

RESPONSIBLE MANAGEMENT

Gönül YEŞİL

Secretary
(Assignment)

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. Organising the Dean's internal and external appointment requests, carrying out the services related to his/her meetings and acceptances.
4. Carrying out the Dean's private, confidential and official correspondence, keeping and archiving private and corporate files.
5. During the Dean's leave and assignments, monitoring the correspondence of absence and assignments and making reservations for travel and accommodation.
6. Monitoring the telephone, e-mail account and fax flow of the Dean's Office and providing the necessary contact. Publishing the permitted announcement texts from the e-mail account (hukuk@tau.edu.tr), forwarding the e-mails written to the corporate address to the supervisors and to reply when necessary.
7. Monitoring all kinds of organisations to be held at the Dean's Office and informing the relevant manager when necessary.
8. Recording the work and transactions carried out at the Faculty, official visits and meetings in order to submit them when necessary.
9. Performing other duties assigned by the relevant Laws and Regulations and the Senior Administrator.