



TURKISH-GERMAN UNIVERSITY

DEPARTMENT

FACULTY OF LAW

DOCUMENT
TYPE

PERSONNEL JOB DESCRIPTION

EMPLOYEE

NAME AND SURNAME

TITLE

RESPONSIBLE MANAGEMENT

Ayşe DEMİRAY

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. Organizing the meeting place for the Board meetings and preparing the decisions for signature.
8. Making the necessary preparations for Department and Division Board meetings, preparing the agenda and decision texts.
9. Fulfilling other tasks assigned by superiors.
10. 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.