



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. Preparing correspondences for signature by providing the necessary data on topics related to your area of responsibility.
3. Determining the need for teaching materials for the classrooms and providing them if necessary.
4. Maintaining and archiving the payrolls, authorisations and leaves of permanent staff and İşkur-staff working in the faculty building.
5. Organising vehicle request forms and conference room allocation forms as required and ensuring that these forms are received by the relevant units in a timely manner.
6. Regularly inspecting the Faculty of Law floor in the Faculty Building to ensure that it is cleaned and informing the relevant units of the rectification of any defects found and taking follow-up action.
7. Providing consumables, maintenance and repair of the equipment used in the units.
8. Archiving the records of interim and final examinations.
9. Fulfilling other tasks assigned by superiors.
10. 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.