

T.C.
TOKAT GAZIOSMANPAŞA UNIVERSITY
PAZAR VOCATIONAL SCHOOL OF HIGHER EDUCATION DIRECTORATE
JOB DESCRIPTION FORM

ORGANIZATION INFORMATION	Division	:	Tokat Gaziosmanpaşa University
	Department	:	Pazar Vocational School of Higher Education Directorate
	Mission	:	Vocational School Director / Expenditure Authority
	Senior Manager(s)	:	Rector
	Subordinates	:	

It was prepared within the scope of the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations.

1.BRIEF DESCRIPTION OF THE TASK

The Director, who is the representative of the Vocational School and its Divisions, is directly appointed by the Rector for a period of three years. The Director whose term has expired may be reappointed. The Principal selects a maximum of two people from among the school's salaried faculty members as Deputy Principals for a period of three years to assist him in his work.

In accordance with the goals and principles determined by the senior management of Gaziosmanpaşa University; To carry out, plan, direct, coordinate and supervise studies in order to carry out all activities necessary to carry out education and training in line with the vision and mission of the Vocational School in accordance with the principles of effectiveness and efficiency.

2. DUTIES AND RESPONSIBILITIES

- 2.1-** Performs the duties specified in Article 20/b of the Higher Education Law No. 2547.
- 2.2-** Has the ultimate authority and responsibility for the best performance of academic and administrative affairs at the Vocational School.
- 2.3-** It represents the legal entity of the Vocational School. It determines the vision and strategy of the Vocational School and monitors its implementation.
- 2.4-** Follows social and cultural developments in accordance with the determined vision and mission and reflects them on the process in Vocational School .
- 2.5-** He presides over the Vocational School boards. It implements the decisions of the Vocational School boards and ensures regular work among the Vocational School Divisions.
- 2.6-** At the end of each academic year and when requested, the Vocational School reports to the Rector about the general situation and functioning.
- 2.7-** Vocational School notifies the Rectorate about its funding and staff needs together with the justification, and submits the proposal regarding the Vocational School budget to the Rectorate, taking the opinion of the Vocational School Board of Directors.
- 2.8-** Performs general supervision and control duties on Vocational School Divisions and personnel at all levels,
- 2.9-** Takes the necessary security measures in the rational use and development of the teaching capacity of the Vocational School and its affiliated Divisions.

- 2.10-** Works to provide necessary social services to students.
2.11- Ensures that education, scientific research and publication activities are carried out regularly, identifies problems and motivates the staff.
2.12- He/she is primarily responsible to the Rector for supervising, monitoring, monitoring and controlling all activities and obtaining the results.
2.13- Performs other duties assigned to him/her by this law.

3. POWERS

- 3.1-** Having the authority to perform the above-mentioned duties and responsibilities,
3.2- To be able to use the necessary tools and equipment to carry out the activities.
3.3- To exercise the authority to represent Gaziosmanpaşa University,
3.4- Having signature authority,
3.5- Using spending authority,
3.6- Having the authority to assign work to the managers and personnel under his command, direct them, control their work, correct them, warn them when necessary, and request information and reports,
3.7- Having the authority to punish, reward, give records, provide training, change jobs and leave the managers and personnel under his command,
3.8- Having the authority to decide and approve the evaluations in the selection of the personnel to be recruited to the institution,

4. CLOSEST MANAGER

rector

5. AFFILIATE TITLES BELOW

Deputy Directors, Department Heads, Faculty Members and Instructors, Vocational School Secretary, Department Secretaries, Vocational School Offices

6. QUALIFICATIONS REQUIRED IN AN EMPLOYEE IN THIS JOB

- 6.1-** Having the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
6.2- To have the level of work experience required by the position,
6.3- Having management qualifications; Knowing the shipping and management requirements,
6.4- To have the necessary decision-making and problem-solving skills to continue its activities in the best way.

7. RESPONSIBILITY

While the Director of the Vocational School performs all these duties written above in accordance with the laws and regulations, he is responsible to the Rector of Gaziosmanpaşa University.

APPROVED BY	Lecturer Şükriye SAKAR
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T.C.
TOKAT GAZIOSMANPAŞA UNIVERSITY
Pazar VOCATIONAL SCHOOL OF HIGHER EDUCATION DIRECTORATE
JOB DESCRIPTION FORM

ORGANIZATION INFORMATION	Division	:	Tokat Gaziosmanpaşa University
	Department	:	Pazar Vocational School of Higher Education Directorate
	Mission	:	College Board
	Senior Manager(s)	:	
	Subordinates	:	

It was prepared within the scope of the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations.

1.BRIEF DESCRIPTION OF THE TASK

The High School Board is chaired by the Principal and consists of Deputy Principals and department heads at the school. They carry out the duties assigned to the College Board by Law No. 2547 in terms of the College. The College Board normally meets at the beginning and end of each semester. The principal calls the School Board to a meeting when deemed necessary.

2. DUTIES AND RESPONSIBILITIES

The College Board is an academic body and performs the following duties;
2.1- To decide on the education, scientific research and publication activities of the school and the principles regarding the activities, plan, program and educational calendar.
2.2- To elect members to the School Board of Directors.
2.3- To perform other duties assigned by this law.

APPROVED BY

Lecturer Şükriye SAKAR

T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY
Pazar VOCATIONAL SCHOOL OF HIGHER EDUCATION DIRECTORATE
JOB DESCRIPTION FORM

ORGANIZATION INFORMATION	Division	:	Tokat Gaziosmanpaşa University
	Department	:	Pazar Vocational School of Higher Education Directorate
	Mission	:	College Board of Directors
	Senior Manager(s)	:	
	Subordinates	:	

It was prepared within the scope of the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations.

1.BRIEF DESCRIPTION OF THE TASK

The School Board of Directors, under the chairmanship of the Principal, consists of assistant principals and three faculty members and/or staff to be elected for three years by the College Board from among six candidates nominated by the Principal. The School Board of Directors carries out the duties assigned to the Board of Directors by Law No. 2547 in terms of the school. The School Board of Directors meets upon the call of the Director. When deemed necessary, the Board of Directors may establish temporary working groups and education-training coordinators and regulate their duties.

2. DUTIES AND RESPONSIBILITIES

The School Board of Directors is a body that assists the Principal in administrative activities and performs the following duties.

- 2.1- To assist the Principal in the implementation of the principles determined by the decisions of the High School Board.
- 2.2- Ensuring the implementation of the school's education, plans, programs and calendar,
- 2.3- To prepare the investment, program and budget draft of the school.
- 2.4- To make decisions regarding the matters brought by the Principal regarding the School Management,
- 2.5- To decide on the admission of students, their course adjustments and dismissals, and the procedures regarding their education and examinations,
- 2.6- To carry out other works assigned by this law.

APPROVED BY

Lecturer Şükriye SAKAR

T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY
Pazar VOCATIONAL SCHOOL OF HIGHER EDUCATION DIRECTORATE
JOB DESCRIPTION FORM

ORGANIZATION INFORMATION	Division	:	Tokat Gaziosmanpaşa University
	Department	:	Pazar Vocational School of Higher Education Directorate
	Mission	:	Vice Director (Responsible for Education and Training)
	Senior Manager(s)	:	Director
	Subordinates	:	

It was prepared within the scope of the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations.

1.BRIEF DESCRIPTION OF THE TASK

Deputy Directors are selected by the Director from among the salaried faculty members and/or staff of the Vocational School to assist him in his work and are appointed for a maximum of three years. The director may change his assistants when he deems necessary. When the manager's duty ends, the assistants' duties also end. It works to carry out all activities necessary to carry out education and training in line with the vision and mission of the Vocational School in accordance with the principles of effectiveness and efficiency.

2. DUTIES AND RESPONSIBILITIES

- 2.1-** Acts as substitute for the Vocational School Director in his/her absence .
- 2.2-** Performs the duties assigned by the Vocational School Director and assists in his work.
- 2.3-** Assists the Vocational School Director in the entire management and administration of the Vocational School .
- 2.4-** Acts as substitute for the School Secretary in his/her absence .
- 2.5-** Performs the activities specified in the application areas of Vocational School Procedures.
- 2.6-** He/she is obliged to protect and keep the documents, items and equipment related to his/her duty.
- 2.7-** Ensures the organization of orientation events for newly registered students .
- 2.8-** Monitors the work by coordinating with the Department Heads in matters related to education and training.
- 2.9-** Monitors and follows up lesson plans, course and exam schedules and invigilator lists, examines the problems coming from students on these issues and produces solutions.
- 2.10-** Ensures that course distribution within the school is balanced and reasonable.
- 2.11-** Student consultancy services, automation system ensures regular course registrations.
- 2.12-** Prepares the information and documents requested by the Vocational School Directorate for courses and laboratories, and ensures the distribution and effective use of classrooms.
- 2.13-** Reviews, supervises and controls all kinds of activities organized by student clubs and students. Ensures the supply of materials and equipment needed for the events to be organized.

- 2.14-** Follows up the studies regarding Horizontal Transfer, Vertical Transfer, Double Major , Minor , Foreign Student Admission. It enables the relevant data to be entered into the ÖSYM (KKIS etc.) automation system.
- 2.15-** Follows and supervises the work done by the Scholarship Commission, Internship Commission and Graduation Commission. Provides information to the Directorate when necessary.
- 2.16-** The school organizes the student representative elections and presides over the meetings to be held with these representatives.
- 2.17 -**Helps students who want to benefit from ERASMUS and FARABI programs and ensures coordination in departments.
- 2.18 -** Ensures the implementation of the summer school regulations.
- 2.19 -** He chairs the commissions regarding students' course compliance and exemption.
- 2.20-** Prepares statistical data regarding Education and Training.
- 2.21 -** Conducts student disciplinary affairs.
- 2.22 -** Makes improvements based on the evaluation results filled in by students at the end of each semester.
- 2.23 -** Carries out the necessary work for the establishment of college student clubs.
- 2.24 -** Assists the Principal and the School Secretary in providing necessary social services to students.
- 2.25 -** Performs other tasks and transactions assigned by the process to which it is affiliated and its senior managers.
- 2.26 -** Performs other duties specified in the Higher Education Law and Regulations.

3. POWERS

- 3.1-** Having the authority to perform the above-mentioned duties and responsibilities.
- 3.2-** To be able to use the necessary tools and equipment to carry out the activities.
- 3.3-** To exercise the representative authority of Gaziosmanpaşa University when necessary.
- 3.4-** Using signature authority.
- 3.5-** To exercise his spending authority during his deputation for the Directorate .
- 3.6-** To have the authority to assign work to the personnel under his command, to direct them, to control their work, to warn them when correction is necessary, and to request information and reports.
- 3.7-** Having the authority to punish, reward, give records, provide training, change jobs and leave the managers and personnel under his command,
- 3.8-** Having the authority to decide and approve the evaluations in the selection of the personnel to be recruited to the institution,

4. CLOSEST MANAGER

Vocational School Director

5. QUALIFICATIONS REQUIRED IN AN EMPLOYEE IN THIS JOB

- 5.1-** Having the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
- 5.2-** To have the level of work experience required by the position,
- 5.3-** Having management qualifications; Knowing the shipping and management requirements,
- 5.4-** To have the necessary decision-making and problem-solving qualities to continue its activities in the best way.

6. RESPONSIBILITY

The Deputy Director of the Vocational School is responsible to the Director of the Vocational School while performing all these duties written above in accordance with the laws and regulations .

APPROVED BY

Lecturer Şükriye SAKAR

T.C.
TOKAT GAZIOSMANPAŞA UNIVERSITY
Pazar VOCATIONAL SCHOOL OF HIGHER EDUCATION DIRECTORATE
JOB DESCRIPTION FORM

ORGANIZATION INFORMATION	Division	:	Tokat Gaziosmanpaşa University
	Department	:	Pazar Vocational School of Higher Education Directorate
	Mission	:	Vice Director (Responsible for Management and Administration)
	Senior Manager(s)	:	Director
	Subordinates	:	

It was prepared within the scope of the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations.

1.BRIEF DESCRIPTION OF THE TASK

Deputy Directors are selected by the Director from among the salaried faculty members and/or staff of the Vocational School to assist him in his work and are appointed for a maximum of three years. The director may change his assistants when he deems necessary. When the manager's duty ends, the assistants' duties also end. It works to carry out all activities necessary to carry out education and training in line with the vision and mission of the Vocational School in accordance with the principles of effectiveness and efficiency.

2. DUTIES AND RESPONSIBILITIES

- 2.1-** Acts as substitute for the Vocational School Director in his/her absence .
- 2.2-** Performs the duties assigned by the Vocational School Director and assists in his work.
- 2.3-** Assists the Vocational School Director in the entire management and administration of the Vocational School .
- 2.4-** Acts as substitute for the School Secretary in his/her absence .
- 2.5-** Performs the activities specified in the application areas of Vocational School Procedures.
- 2.6-** He/she is obliged to protect and keep the documents, items and equipment related to his/her duty.
- 2.7-** Reviews the preparations for study rooms and classrooms, determines the needs and supervises the work.
- 2.8-** Conference, Seminar etc. It organizes events and records participation, success, etc. for these events. Ensures the preparation of documents.
- 2.9-** Monitors and inspects the material needs, operation and order of laboratories and classrooms and ensures the supply of missing materials.
- 2.10-** Ensures that the information on the Vocational School website is updated regularly.
- 2.11-** Ensures that announcements reach those interested in the internal or external information flow.
- 2.12-** Assists the Vocational School Director in increasing and maintaining the international and national relations of the Vocational School .
- 2.13-** Follows up the appointment, tenure, leave, reports and other personal rights of academic and administrative staff, and listens to the requests of the staff in this regard.
- 2.14-** Ensures that the Vocational School Library is enriched and provides regular services.

- 2.15-** Ensures regular operation of printing, photocopying and data processing Divisions.
- 2.16-** Reviews, supervises and controls all kinds of activities organized by faculty members. Ensures the supply of materials and equipment needed for the events to be organized.
- 2.17 -** Book exhibitions, stands , posters to be hung, etc. (from outside Gaziosmanpaşa University and for special purposes) to be opened in Vocational School . Reviews and audits requests.
- 2.18 -** Conducts studies on occupational safety, occupational health and risk assessment at Vocational School .
- 2.19-** Follows up the accrual, movable property registration-control, purchasing, budget and appropriation status.
- 2.20 -** Ensures and monitors regular inspection and acceptance commissions.
- 2.21 -** Vocational School organizes academic opening and graduation ceremonies to ensure that they are held regularly.
- 2.22 -** Ensures the regulation of press and public relations.
- 2.23-** Ensures that necessary studies are carried out to determine the policies and strategies of the School.
- 2.24 -** Assists the Principal and the School Secretary in providing necessary social services to students.
- 2.25 -** Performs other tasks and transactions assigned by the process to which it is affiliated and its senior managers.
- 2.26 -** Performs other duties specified in the Higher Education Law and Regulations.

3. POWERS

- 3.1-** Having the authority to perform the above-mentioned duties and responsibilities.
- 3.2-** To be able to use the necessary tools and equipment to carry out the activities.
- 3.3-** To exercise the representative authority of Gaziosmanpaşa University when necessary.
- 3.4-** Using signature authority.
- 3.5-** To exercise his spending authority during his deputation for the Directorate .
- 3.6-** To have the authority to assign work to the personnel under his command, to direct them, to control their work, to warn them when correction is necessary, and to request information and reports.
- 3.7-** Having the authority to punish, reward, give records, provide training, change jobs and leave the managers and personnel under his command,
- 3.8-** Having the authority to decide and approve the evaluations in the selection of the personnel to be recruited to the institution,

4. CLOSEST MANAGER

Vocational School Director

5. QUALIFICATIONS REQUIRED IN AN EMPLOYEE IN THIS JOB

- 5.1-** Having the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
- 5.2-** To have the level of work experience required by the position,
- 5.3-** Having management qualifications; Knowing the shipping and management requirements,
- 5.4-** To have the necessary decision-making and problem-solving qualities to continue its activities in the best way.

6. RESPONSIBILITY

The Deputy Director of the Vocational School is responsible to the Director of the Vocational School while performing all these duties written above in accordance with the laws and regulations .

APPROVED BY

Lecturer Şükriye SAKAR

T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY
Pazar VOCATIONAL SCHOOL OF HIGHER EDUCATION DIRECTORATE
JOB DESCRIPTION FORM

ORGANIZATION INFORMATION	Division	:	Tokat Gaziosmanpaşa University
	Department	:	Pazar Vocational School of Higher Education Directorate
	Mission	:	Head of department
	Senior Manager(s)	:	Director
	Subordinates	:	

It was prepared within the scope of the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations.

1.BRIEF DESCRIPTION OF THE TASK

In accordance with the goals and principles determined by the senior management of Gaziosmanpaşa University; It carries out administrative and academic affairs within the department in order to carry out all activities necessary to carry out education and training in line with the vision and mission of the Vocational School in accordance with the principles of effectiveness and efficiency.

2. DUTIES AND RESPONSIBILITIES

- 2.1-** He presides over the department boards.
- 2.2-** Requests departmental needs to the Directorate in writing.
- 2.3-** Ensures that all correspondence between the Directorate and the Department is carried out in a healthy manner.
- 2.4-** Provides coordination between programs affiliated with the department.
- 2.5-** Ensures that the department's course distribution is balanced among faculty members.
- 2.6-** Ensures that education and training are carried out regularly in the department.
- 2.7-** Ensures that additional course and exam fee schedules are maintained regularly.
- 2.8-** Identifies the education-related problems of the department and forwards them to the Directorate.
- 2.9-** Conducts the evaluation and quality improvement studies of the department and submits the reports to the Directorate.
- 2.10-** Conducts accreditation studies of programs affiliated with the department.
- 2.11-** It tries to create a communication environment among the faculty members in the Department for the purpose of carrying out education and scientific research efficiently and effectively.
- 2.12-** Ensures regular course registrations at the beginning of each semester.
- 2.13-** The department is closely interested in the educational problems of its students.
- 2.14-** Ensures that student-instructor relations in the department are carried out in an orderly and healthy manner, in line with the objectives of education.
- 2.15-** Holds meetings with advisors to ensure regular course registrations.
- 2.16-** Ensures that associate degree education and examination regulations and instructions are implemented as required.
- 2.17-** Ensures that faculty members conduct their lessons regularly.

2.18- The department ensures the planning and execution of ERASMUS and FARABI programs.
2.19- Performs other duties assigned by the Vocational School Director regarding his field of duty.

3. POWERS

3.1 To have the authority to perform the above-mentioned duties and responsibilities.
3.2 To be able to use the necessary tools and equipment to carry out the activities.
3.3 Using signature authority.
3.4 . To have the authority to assign work to the personnel under his command, to direct them, to control their work, to warn them when corrections are necessary, and to request information and reports.

4. CLOSEST MANAGER

Vocational School Director

5. AFFILIATED TITLES BELOW

Faculty Members, Lecturers and Department Secretaries

6. QUALIFICATIONS REQUIRED IN AN EMPLOYEE IN THIS JOB

6.1. To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,
6.2 . To have the level of work experience required by the position,
6.3. Having management qualifications; Knowing the shipping and management requirements,
6.4. To have the necessary decision-making and problem-solving skills to carry out their activities in the best possible way.

7. RESPONSIBILITY

While the Head of Department performs all these duties written above in accordance with the laws and regulations, he is responsible to the Director of the Vocational School.

APPROVED BY

Lecturer Şükriye SAKAR

T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY
Pazar VOCATIONAL SCHOOL OF HIGHER EDUCATION DIRECTORATE
JOB DESCRIPTION FORM

ORGANIZATION INFORMATION	Division	:	Tokat Gaziosmanpaşa University
	Department	:	Pazar Vocational School of Higher Education Directorate
	Mission	:	Lecturers
	Senior Manager(s)	:	Director/Vice Director/Department Head
	Subordinates	:	

It was prepared within the scope of the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations.

1. BRIEF DESCRIPTION OF THE TASK

He is a lecturer who is responsible for giving lectures and providing practice. In universities and their affiliated Divisions, for courses where there are no faculty members appointed in accordance with the relevant law, or for education and practices of any course that require special knowledge and expertise, individuals who are well-known for their studies and works in their fields of expertise may be appointed for a fixed term or hourly fee.

2. DUTIES AND RESPONSIBILITIES

- 2.1-** Tries to achieve the goals and objectives of the Vocational School and its department by using all available potential.
- 2.2-** It carries out the activities specified under its responsibility within the scope of the Vocational School quality system.
- 2.3-** Provides the information and documents requested by the Vocational School Directorate for the courses and laboratories he is responsible for.
- 2.4-** At the end of each semester, he makes improvements according to the results of the course evaluation form filled out by the students for the courses he is responsible for.
- 2.5-** Performs consultancy and courses in the best possible way, faithfully adhering to Higher Education legislation and the ideal of a modern/developed country.
- 2.6-** Constantly improves itself; improving foreign language and academic knowledge and intellectual equipment; organizing extracurricular university events and contributing to organized activities; It strives to carry out social responsibility projects and to be useful to society and students.
- 2.7-** Performs the duties assigned by the Vocational School Director and Department Head.
- 2.8-** Performs other duties specified in the Higher Education Law and Regulations.

3. POWERS

- 3.1-** Having the authority to perform the above-mentioned duties and responsibilities.
- 3.2-** To be able to use the necessary tools and equipment to carry out the activities.
- 3.3-** Using signature authority.

4. CLOSEST MANAGER

head of department

5. QUALIFICATIONS REQUIRED IN AN EMPLOYEE IN THIS JOB

5.1- Having the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,

5.2- To have the level of work experience required by the position.

5.3- To have the necessary decision-making and problem-solving qualities to continue its activities in the best way.

6. RESPONSIBILITY

The Deputy Director of the Vocational School is responsible to the Director of the Vocational School while performing all these duties written above in accordance with the laws and regulations.

APPROVED BY

Lecturer Şükriye SAKAR

T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY
Pazar VOCATIONAL SCHOOL OF HIGHER EDUCATION DIRECTORATE
JOB DESCRIPTION FORM

ORGANIZATION INFORMATION	Division	:	Tokat Gaziosmanpaşa University
	Department	:	Pazar Vocational School of Higher Education Directorate
	Mission	:	D. Sch. Of High. Edu. Sec.
	Senior Manager(s)	:	Director
	Subordinates	:	

It was prepared within the scope of the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, within the scope of the establishment, implementation, monitoring and development of the internal control system in public administrations.

1.BRIEF DESCRIPTION OF THE TASK

In accordance with the goals and principles determined by the senior management of Gaziosmanpaşa University; To carry out studies in order to carry out all activities necessary to carry out education and training in line with the vision and mission of the Vocational School in accordance with the principles of effectiveness and efficiency.

2. DUTIES AND RESPONSIBILITIES

2.1- It complies with Articles 51/b, 51/c of the Higher Education Law No. 2547.

2.2- Ensures that administrative Divisions in higher schools work in accordance with the legislation and in order.

2.3- It carries out all administrative affairs of the Vocational School within and outside the University, and provides the necessary information to higher authorities when requested.

2.4- Makes recommendations to the Director of the School about the personnel to be assigned to the administrative organization of the School.

2.5- Ensures the execution of internal and external correspondence.

2.6- The School Board prepares the agenda of the School Board of Directors and the School Disciplinary Board and announces it to the relevant parties. He acts as rapporteur. Prepares decisions and minutes and ensures their implementation.

2.7- Ensures that the School's buildings and facilities are kept in usable condition; Follows up necessary maintenance and repair work; Provides services such as heating, lighting, cleaning , etc.

2.8- Has periodic maintenance and repair of machinery, equipment and service vehicles used in education and training activities and management duties.

2.9- Ensures that the relevant people are informed about the announcements and announcements coming to the school.

2.10- Certifies official documents. It ensures that documents are received from employees and archived.

2.11- Regular functioning of student affairs Divisions such as libraries, if any; It manages the process from the procurement and use of all consumption-fixtures and materials.

2.12- It helps to provide the necessary social services to the students and helps to prepare the School activity report.

2.13- Ensures that the exam procedures of academic personnel to be recruited to the school are followed up and the results are forwarded to the Rectorate. It makes the necessary warnings for the extension of the academic staff's term of office and ensures that it is fulfilled in a timely manner.

2.14- Ensures smooth execution of vertical transfer application procedures.

2.15- Follows the practices regarding the personal rights of the college staff.

2.16- Helps take security measures when necessary.

2.17- Supervises the duties and work of administrative personnel and ensures their training.

2.18- Provides information about the legislation to administrative staff and students.

2.19- Conducts the registry of administrative personnel.

2.20- Checks the Administrative and Financial Affairs documents and all other documents coming from all Divisions and makes necessary preparations. As the Implementation Officer, he/she carries out financial affairs.

2.21- Ensures the creation and protection of personnel files of the personnel.

2.22- Plans the leaves of the personnel and implements legal procedures by following the health reports.

2.23- Directs the petitions from students and staff to the relevant places and takes necessary action.

3. POWERS

3.1- Having the authority to perform the above-mentioned duties and responsibilities.

3.2- To be able to use the necessary tools and equipment to carry out the activities.

3.3- Using signature authority.

3.4- Having the authority to carry out.

3.5- To have the authority to assign work to the managers and personnel under his command, to direct them, to control their work, to warn them when corrections are necessary, and to request information and reports.

4. CLOSEST MANAGER

Vocational School Director, Vocational School Vice Director

5. AFFILIATED TITLES BELOW

Department Secretaries and Vocational School Office Officers, Technicians, Technicians, Assistant Technicians, Servants, Security Guards

6. QUALIFICATIONS REQUIRED IN AN EMPLOYEE IN THIS JOB

6.1.To have the general qualifications specified in the Civil Servants Law No. 657 and the Higher Education Law No. 2547,

6.2 . To have the level of work experience required by the position.

6.3. Having management qualifications; Knowing the shipping and management requirements.

6.4. To have the necessary decision-making and problem-solving skills to carry out their activities in the best possible way.

7. RESPONSIBILITY

The Secretary of the Vocational School is responsible to the Director of the Vocational School while performing all these duties written above in accordance with the laws and regulations.

APPROVED BY

Lecturer Şükriye SAKAR