

KILIS 7 ARALIK UNIVERSITY
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES

Staff Task Distribution

Ahmet AĞDALYAN Faculty Secretary	In line with the objectives, principles and instructions determined by the relevant Legislation, Kilis 7 December University Rectorate and Dean of the Faculty of Economics and Administrative Sciences, conducting, coordinating and supervising administrative duties in a healthy, orderly and harmonious manner.
Makbule EBREN Chief	1- To carry out the works and procedures related to academic board meetings, Faculty Board, Faculty Board of Directors, Faculty Disciplinary Board decisions, 2- To carry out the works and transactions related to the unit administrative activity and evaluation reports, 3- Following the letters sent to the e-mail of the unit and carrying out the works and processes related to the requirement, 4- To follow up on the work and procedures to be done in order not to interrupt the administrative services, 5- To carry out the works and processes related to movable property control, 6- To perform other jobs and transactions deemed appropriate by the supervisor.
Dean's Secretary Lale ARSLAN Computer Operator	1- To carry out the services of the Dean Secretariat, 2- To carry out the works and procedures related to EBYs, incoming / outgoing document registration-distribution, 3- In the recruitment of academic staff, to receive the applications made to our unit by registration and to deliver the applications to the staff in charge, 4- To prepare the articles to be written by the Dean's Office, 5- To perform other works and operations deemed appropriate by the supervisor.
Editorial Affairs Tülin TURGUT Computer Operator	1- To carry out the relevant works and procedures and correspondence related to academic and administrative staff (appointment, extension of duty, assignment, permission, power of attorney, cadre criticism / allocation etc.), 2- To make correspondence about purchasing and movable, 3- To perform other works and transactions deemed appropriate by the supervisor.
Financial Affairs Mehmet ÇOLAKSEL Computer Operator	1- To carry out all works and transactions related to trusteeship (salaries, additional courses, allowances-wages, Jury-participation-overtime wages, electricity / telephone / water etc. payments), 2- To carry out the works and transactions related to purchasing, 3- To carry out the works and transactions related to movable property registration, 4- To carry out all works and transactions related to SGK and HGTAP, 5- To carry out works and transactions related to civil defence, 6- Carrying out archive services, 7- To perform other works and transactions deemed appropriate by the supervisor.
Secretary of Department Barış ALICI Officer	1- To carry out all works and processes related to education and training with departments, 2- To carry out all works and procedures related to students (Undergraduate diploma reconciliation, preparing a transcript / student certificate, course exemption, discipline procedures, graduation programs, etc.), 3- To carry out all works and procedures related to Erasmus / Farabi / Mevlana programs, 4- To prepare the duty documents of academic staff, travel abroad documents, annual / health / excuse leave, duty documents and travel abroad and present them to the head of the department, 5- To perform other works and procedures deemed appropriate by the supervisor.
Floor Servants Uğur KARAKUŞ Harun SERSEM Amber ÇİFÇİ	1- Floor, classroom, room, corridor, sink, etc., given to its responsibility to clean all kinds of places and to collect garbage. 2- To take the necessary precaution by notifying the supervisor before the cleaning material is given to him in order to keep things from disrupting. 3- At the end of work, they are responsible from all the windows in the building, turning off the lights and taking other necessary security measures.

Prof. İbrahim Halil SEYREK
Dean