

T. C.  
KİLİS 7 ARALIK UNIVERSITY  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
TASK DESCRIPTION FORM

<b>Duty</b>	<b>Faculty Secretary</b>
<b>A</b>	<b>RESPONSIBILITIES</b>
01	Relevant Legislation, Kilis 7 December University Rector's Office and the Faculty, Faculty of Economics and Administrative Sciences, executing, coordinating and supervising the administrative duties in a healthy, orderly and harmonious manner in line with the objectives, principles and instructions.