

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

Duty	Dean's Secretary
A	RESPONSIBILITIES
01	To record the documents coming and going to the faculty and forwarding them to the relevant authorities in accordance with the instructions of the superiors.
02	To prepare the agenda of the Board of Directors, Management and Discipline Boards, to announce them to the concerned people and to have the decisions taken by the members of the Board, to send them to the relevant units.
03	To receive applications to the academic staff at the end of the academic staff announcement.
04	To prepare necessary correspondences for new department offers and learning protocols.
05	To prepare correspondence in student investigations.
06	Announcements
07	To fulfil similar duties assigned by supervisors.