

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

Duty	Secretary of Department
A	RESPONSIBILITIES
01	To record the incoming and outgoing documents to the Department Heads and to forward them to the relevant authorities in accordance with the instructions of the superiors.
02	Internal correspondence
03	Preparing the agenda of the Departmental Boards and announcing them to the relevant parties, having the decisions taken by the members of the Board, sending them to the relevant units
04	Preparing academic duty documents and travel abroad documents
05	Preparing annual leave and excuse leave documents
06	To prepare a learning protocol for Farabi
07	Preparing the license diploma agreement
08	Writing students to the Health Centre
09	Announcements
10	To fulfil similar duties assigned by supervisors.