

ADMINISTRATIVE AFFAIRS

- To prepare the agendas of the School Boards (Executive Board, School Board, Disciplinary Board and Academic General Assembly) one day in advance, to file the decisions adopted, record them in the official register, and to ensure their distribution to the relevant units.
- To archive documents in compliance with the Standard File Plan with Retention Periods applicable to Higher Education Supreme Institutions and Higher Education Institutions
- To enter data into the Signatory Authority Module.
- To monitor the procedures and processes concerning the appointment of contracted foreign academic staff.
- To prepare the internal and external correspondence of the School in compliance with the “Regulation on the Procedures and Principles to be Applied in Official Correspondence” and the “Kütahya Dumlupınar University Directive on Signatory Authorities,” to prepare documents for signature, and to ensure their delivery to the relevant parties.
- To monitor and conclude the correspondence related to the unit in the Electronic Document Management System (EBYS).
- To inform senior management of the work and procedures performed and to provide reasoned explanations for those not carried out.
- To perform other duties and procedures assigned by senior management.
- To comply with the principles of promptness, confidentiality and accuracy in the course of work.
- To strive to work in coordination and harmony with other units with a view to ensuring efficiency and effectiveness.
- To carry out any duties assigned by the Directorate in compliance with the applicable legislation and the instructions of the superior.
- To exercise the utmost care and diligence to prevent the disclosure of information related to the Directorate.
- To carry out other duties assigned by the Director, the Deputy Director and the School Secretary.