

DUTIES AND RESPONSIBILITIES OF THE SCHOOL SECRETARY

- To comply with the provisions of Articles 51(b) and 51(c) of the Higher Education Law No. 2547.
- To carry out financial operations as the authorizing officer in accordance with Article 33 of the Public Financial Management and Control Law No. 5018.
- To ensure that the administrative units within the School operate in compliance with the legislation and in an orderly manner.
- To make recommendations to the Director of the School regarding the personnel to be assigned within the School's administrative organization.
- To ensure the conduct, monitoring and supervision of internal and external correspondence related to the School.
- To serve as the rapporteur for the meetings of the School Board, the School Executive Board and the School Disciplinary Board.
- To ensure that the School's buildings and facilities are maintained in a usable condition; to oversee necessary maintenance and repair works; and to ensure the delivery of services such as heating, lighting and cleaning.
- To supervise the duties and tasks of administrative personnel and to hold periodic meetings with them for consultation.
- To manage the process from the procurement to the utilization of consumable and fixed assets and materials of the School.
- To monitor and supervise the work and procedures of permanent workers employed under Article 4/D.
- To work in accordance with the quality management system and to ensure that the units under his/her responsibility operate in compliance with the quality management system.
- To provide the necessary assistance and support for the effective conduct of education and teaching at the School, and to take measures to ensure the efficient and economical use of resources within the framework of saving measures in the use of resources related to educational activities.
- To assist in the implementation of security measures when necessary.
- To archive documents in accordance with the Standard File Plan with Retention Periods of Higher Education Supreme Institutions and Higher Education Institutions.
- 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 carried out and to provide explanations, together with their reasons, for those not carried out.Üst yöneticileri tarafından verilen diğer iş ve işlemleri yapmak
- 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 work efficiency and effectiveness.
- To perform any duties deemed appropriate by the Directorate in compliance with the applicable legislation and in accordance with 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 or the Deputy Director.