	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB DESCRIPTION FORM	
	DEPARTMENT	Faculty of Veterinary Medicine
	AFFILIATED UNIT	Rector
	TITLE	Dean
	NAME SURNAME	

RESPONSIBILITIES

1. The Dean is responsible to the Rector while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. To perform the duties assigned in the Higher Education Law No. 2547.
2. Presides over the faculty boards and ensures the implementation of the board decisions. Ensures coordination among the units of the faculty and ensures regular work among the units of the faculty.
3. Determines the mission and vision of the Faculty, shares it with all employees of the Faculty, and motivates the employees for its realization.
4. It ensures that the analytical budget of the Faculty is prepared every year together with its justifications.
5. It ensures that the movables are acquired and used effectively, economically, efficiently and in accordance with the law; controls are carried out, records are kept transparently through the movable registration and control officer and the prepared Management Account is submitted.
6. Prepares the faculty's staffing needs and submits them to the Rectorate.
7. It carries out general supervision and control over the units of the Faculty.
8. Ensures the preparation and implementation of the surveys required for the information system.
9. It ensures that education and training at the Faculty is maintained and carried out in an organized manner.
10. Identifies and resolves problems related to the faculty's education and training system and communicates them to higher authorities when necessary.
11. Follows the rising values in education and training and ensures their implementation at the Faculty level.
12. Ensures the regular preparation and maintenance of research projects at the faculty.
13. It ensures that the necessary work is done to accredit the programs in the faculty.
14. Ensures the preparation of the faculty's strategic plan.
15. Ensures that the physical equipment and human resources of the faculty are used effectively and efficiently.
16. Represents the faculty at the highest level.
17. At the end of each academic year, it reports to the Rector about the general situation and functioning of the Faculty.
18. Performs other duties to be assigned by the Rector related to his/her field.


AUTHORITIES

1. To have the authority to perform the duties and responsibilities given above.
2. To be able to use the necessary tools and equipment for the realization of activities.
3. To have signature authorization.
4. Using spending authority.
5. To have the authority to assign work to the managers and staff under him/her, to direct them, to control and correct their work, to warn them when necessary, to request information and reports.
6. To have the authority to punish, reward, register, train, change jobs and grant leave to managers and staff under his/her command.
7. To evaluate the selection of personnel to be recruited to the institution.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY	
	JOB DESCRIPTION FORM	
	DEPARTMENT	Faculty of Veterinary Medicine
	AFFILIATED UNIT	Dean
	TITLE	Assistant Dean
	NAME SURNAME	

RESPONSIBILITIES

1. The Assistant Dean is responsible to the Dean while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. To perform the duties assigned by the Dean,
2. Acting for the Dean when he/she is absent from the faculty,
3. To protect and store documents, goods, tools and equipment related to his/her duty,
4. To organize, control and carry out all the work related to education and training before and after graduation,
5. To assist the Dean and Faculty Secretary in providing the necessary social services to students,
6. In all organizations (congresses, seminars, panels, etc.) to be carried out by the Faculty, working in coordination with the Faculty Secretary to make the organizations and to contact the press and public institutions,
7. To organize the visits to be made regarding the Accreditation of the Faculty,
8. Representing the Dean and the Faculty,
9. To ensure coordination at the highest level to ensure that the faculty's educational services are carried out without interruption,
10. To perform other tasks assigned by the process to which he/she is affiliated and his/her senior manager(s),
11. Preparation of student documents and transcripts,
12. To help students solve health and psychological problems,
13. Acting as the faculty secretary.
14. Serving in the purchasing commission of the faculty,
15. To be responsible for financial affairs and movable registration,
16. To ensure coordination with the Animal Hospital,
17. Chairmanship of the Mobile and Emergency Clinic Commission,
18. Chairmanship of the Strategy and Planning Commission,
19. Chairmanship of the Quality and External Stakeholders Commission,


AUTHORITIES

1. To have the authority to perform the duties and responsibilities given above.
2. To be able to use the necessary tools and equipment for the realization of activities.
3. To have signature authorization.
4. To have the authority to assign work to the managers and staff under him/her, to direct them, to control and correct their work, to warn them when necessary, to request information and reports.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB	
	DESCRIPTION FORM	
	DEPARTMENT	Faculty of Veterinary Medicine
	AFFILIATED UNIT	Dean
	TITLE	Faculty Secretary
	NAME SURNAME	

RESPONSIBILITIES

1. The Faculty Secretary is responsible to the Dean while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. To ensure that correspondence regarding the work carried out within the Faculty Secretariat is carried out,
2. To ensure that correspondence with F.U. units regarding academic and administrative services is prepared and submitted to the Dean for approval,
3. To ensure that the documents and attachments received from within and outside the institution are recorded and directed within the unit,
4. To ensure that documents and documents are filed with the Faculty Secretariat in accordance with the regulations,
5. To create a unit archive within the faculty, to determine the responsible person, to ensure the archive organization and to archive all kinds of documents belonging to the past period in accordance with the Archive Regulations to provide,
6. To determine the agenda of the meetings to be held with the employees regarding the activities of the Faculty Secretariat, to organize and execute the meeting decisions,
7. Dealing with the requests of subordinates regarding their personal rights,
8. To evaluate and respond to the requests of the sub-units of the Faculty Secretariat,
9. Faculty Secretariat and administrative services related to employees and units
Evaluate and respond to opinions, suggestions and complaints and ensure that appropriate actions are taken,
10. To plan daily activities related to the work carried out within the Faculty,
11. To determine the unit managers of the Faculty Secretariat, to prepare and deliver the job descriptions of the personnel, to supervise their relations with each other and whether they fulfill the assigned duties,
12. To ensure that all tools, equipment and materials related to the administrative units of the Faculty Secretariat are counted annually and related reports are prepared,
13. To prepare the draft budget work program for the Faculty,
14. To ensure that necessary security measures are taken on the faculty campus,
15. Attending meetings organized by the Rectorate,
16. Attending the Faculty Board and Board of Directors meetings as a rapporteur,
17. To be a Realization Officer if deemed appropriate by the Dean,
18. Performing other works and transactions assigned by the senior manager / managers to whom he / she is affiliated.


AUTHORITIES

1. To have the authority to perform the duties and responsibilities given above.
2. Assignment of all Administrative Staff,
3. Directing the administrative services carried out in the Faculty and affiliated units. 4.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB DESCRIPTION FORM	
	DEPARTMENT	Chief of Administrative Affairs
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Chief
	NAME SURNAME	

RESPONSIBILITIES

1. The Administrative Affairs Officer is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. Follow-up and finalization of the extension of the term of office of Assistant Professors and Research Assistants,
2. Follow-up and extension of the terms of office of the Department Heads,
3. Follow-up and extension of the terms of office of the Department Heads,
4. Transmitting the changes related to the Heads of Departments and Department Heads to the electronic document management system,
5. Monitoring and extending the terms of office of the members of the Board of Directors,
6. Follow-up and extension of the terms of office of the members of the Faculty Board,
7. Monitoring and extending the term of office of the Faculty Senate representative,
8. Follow-up and processing of domestic / international, with / without travel assignments of personnel,
9. Assignment of Faculty Members and Lecturers to courses in other faculties according to Article 40/a of the Higher Education Council Law No. 2547,
10. Assignment of Faculty Members and Lecturers to courses at other universities according to Article 40/b of the Higher Education Council Law No. 2547,
11. Tracking the annual and compassionate leaves and medical leaves of academic staff,
12. Tracking the annual and excuse leaves and medical leaves of administrative staff,
13. Keeping the personal files of academic and administrative staff,
14. Correspondence regarding the transfer of academic and administrative staff,
15. Carrying out the procedures related to the first assignment of research assistants,
16. Procedures for removing the candidacy of research assistants,
17. Monitoring and proposing the promotion of academic staff,
18. To respond to the documents received from the Rector's Office, various institutions / organizations and individuals through the Electronic Document Management System in accordance with the instructions given and on time, and to ensure that they are distributed as needed,
19. Scanning and recording the documents received by mail, fax and by hand to the electronic document management system,
20. To follow up on time-bound documents and ensure that they are responded to in a timely manner,
21. Correspondence regarding obtaining permission from other institutions for educational purposes,
22. To make correspondence regarding the allocation of vehicles from the garage directorate so that the students of our faculty can go to other institutions for educational purposes,
23. Preparation of the Annual Financial Year Activity Report
24. Entering the duty, leave and report information of academic and administrative staff into the personnel automation system and keeping them up-to-date,
25. Keeping statistical information about the activities carried out in the unit and filing them electronically and as documents to be used when necessary,
26. Determining the needs related to the unit and submitting them to the Faculty Secretary for procurement,
27. To take the necessary measures and establish order in order to make the activities carried out in the unit more organized and accessible,
28. To follow the laws, regulations, directives and authority instructions related to the activities carried out in the unit and to implement them on time,
29. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated,


AUTHORITIES

1. Paraphrasing the written texts,
2. Receiving letters related to the unit and signing the minutes,
3. Signing forms, charts, tables, etc. related to the activities carried out in the unit.
4. To have the authority to perform the duties and responsibilities mentioned above.
5. To be able to use all kinds of tools, equipment and materials required by their activities.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB	
	DESCRIPTION FORM	
	DEPARTMENT	Chief of Administrative Affairs
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Computer Operator
	NAME SURNAME	

RESPONSIBILITIES

1. The Administrative Affairs Officer is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. Follow-up and finalization of the extension of the term of office of Assistant Professors and Research Assistants,
2. Follow-up and extension of the terms of office of the Department Heads,
3. Follow-up and extension of the terms of office of the Department Heads,
4. Transmitting the changes related to the Heads of Departments and Department Heads to the electronic document management system,
5. Monitoring and extending the terms of office of the members of the Board of Directors,
6. Follow-up and extension of the terms of office of the members of the Faculty Board,
7. Monitoring and extending the term of office of the Faculty Senate representative,
8. Follow-up and processing of domestic / international, with / without travel assignments of personnel,
9. Assignment of Faculty Members and Lecturers to courses in other faculties according to Article 40/a of the Higher Education Council Law No. 2547,
10. Assignment of Faculty Members and Lecturers to courses at other universities according to Article 40/b of the Higher Education Council Law No. 2547,
11. Tracking the annual and compassionate leaves and medical leaves of academic staff,
12. Tracking the annual and excuse leaves and medical leaves of administrative staff,
13. Keeping the personal files of academic and administrative staff,
14. Correspondence regarding the transfer of academic and administrative staff,
15. Carrying out the procedures related to the first assignment of research assistants,
16. Procedures for removing the candidacy of research assistants,
17. Receiving incoming mail, courier, fax, etc. documents on behalf of the Dean's Office in return for signature and doing the necessary,
18. To respond to the documents received from the Rector's Office, various institutions / organizations and individuals through the Electronic Document Management System in accordance with the instructions given and on time, and to ensure that they are distributed as needed,
19. Scanning and recording the documents received by mail, fax and by hand to the electronic document management system,
20. To follow up on time-bound documents and ensure that they are responded to in a timely manner,
21. Correspondence regarding obtaining permission from other institutions for educational purposes,
22. To make correspondence regarding the allocation of vehicles from the garage directorate so that the students of our faculty can go to other institutions for educational purposes,
23. Preparation of the Annual Financial Year Activity Report
24. Correspondence and arrangements for the Celebration of Veterinary Medicine Education,
25. Forwarding the changes related to our faculty to the webmasters to be published on the web page,
26. Entering the duty, leave and report information of academic and administrative staff into the personnel automation system and keeping them up-to-date,
27. Keeping statistical information about the activities carried out in the unit and filing them electronically and as documents to be used when necessary,
28. Determining the needs related to the unit and submitting them to the Faculty Secretary for procurement,
29. To take the necessary measures and establish order in order to make the activities carried out in the unit more organized and accessible,
30. To follow the laws, regulations, directives and authority instructions related to the activities carried out in

- the unit and to implement them on time,
31. Filing and archiving the documents in the unit according to the standard file order,
 32. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated,


AUTHORITIES

1. Paraphrasing the written texts,
2. Receiving letters related to the unit and signing the minutes,
3. Signing forms, charts, tables, etc. related to the activities carried out in the unit.
4. To have the authority to perform the duties and responsibilities mentioned above.
5. To be able to use all kinds of tools, equipment and materials required by their activities.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB	
	DESCRIPTION FORM	
	DEPARTMENT	Chief Financial Officer
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Computer Operator
	NAME SURNAME	

RESPONSIBILITIES

1. The Chief Financial Officer is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. To carry out and follow up the works related to the payment of salaries of Academic and Administrative Staff,
2. To prepare the necessary procedures for the domestic and international temporary duty allowances and permanent duty allowances of academic and administrative staff and to issue payment orders,
3. Preparing the faculty budget,
4. To make and follow up the purchase of goods and services according to budget allocations,
5. To ensure and follow up the purchase of goods and services needed by the Faculty,
6. To prepare the Purchase Approval Document,
7. Conducting market research and receiving offers,
8. To make and follow up all correspondence related to purchasing, accrual and revolving fund,
9. To follow the budget, when necessary, to report revised, transferred or additional budget requests to the Strategy Development Department and to take action according to the result,
10. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated,


AUTHORITIES

1. To have the authority to perform the duties and responsibilities mentioned above.
2. To be able to use all kinds of tools, equipment and materials required by their activities.
3. Paraphrasing the written texts,
4. Receiving letters related to the unit and signing the minutes,
5. Signing forms, charts, tables, etc. related to the activities carried out in the unit

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB	
	DESCRIPTION FORM	
	DEPARTMENT	Chief Financial Officer
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Janitor
	NAME SURNAME	

RESPONSIBILITIES

1. The Financial Affairs Officer is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. To carry out and follow up the works related to the payment of additional course and overtime wages of Academic Staff,
2. To make data entry of pension contributions and declarations on the internet in harmony with the Strategy Development Department,
3. Preparing the faculty budget,
4. To make and follow up the purchase of goods and services according to budget allocations,
5. To ensure and follow up the purchase of goods and services needed by the Faculty,
6. To prepare and follow up the payment order of the telephone invoice,
7. To follow the budget, when necessary, to notify the Strategy Development Department of revision, transfer or additional budget requests and to take action according to the result
8. To make and follow up summer school course fees,
9. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated,


AUTHORITIES

1. To have the authority to perform the duties and responsibilities mentioned above.
2. To be able to use all kinds of tools, equipment and materials required by their activities.
3. Paraphrasing the written texts,
4. Receiving letters related to the unit and signing the minutes,
5. Signing forms, charts, tables, etc. related to the activities carried out in the unit

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB	
	DESCRIPTION FORM	
	DEPARTMENT	Chief Financial Officer
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Computer Operator
	NAME SURNAME	

RESPONSIBILITIES

1. The Revolving Fund Management Supervisor is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. Monitoring the appropriations given in each fiscal year and making expenditures according to the needs of the units in line with the approval given by the Expenditure Authority,
2. Ensuring that purchasing transactions are carried out in accordance with Law No. 4734 and other relevant laws and regulations,
3. Preparation of the Revolving Fund Budget,
4. Preparation of accounting transaction receipts for the services rendered,
5. Keeping production and output warehouse records regularly,
6. Follow-up of the deposit of analysis fees to the Revolving Fund account,
7. Regular delivery of revenues to the revolving fund treasury,
8. Reconciliation of all accounting accounts with the accounting unit of the treasury at the end of the month,
9. Keeping statistical information about the activities carried out in the unit and filing them electronically and as documents to be used when necessary,
10. Follow-up of time-bound documents and ensuring that they are responded to in a timely manner,
11. To follow and timely implement the laws, regulations, directives and authority instructions related to the activities carried out in the unit,
12. Filing and archiving the documents in the unit according to the standard file order,
13. On the occasion of the assignment of faculty members to provide consultant, audience and speaker services outside the institution; to prepare and follow the necessary documents.
14. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated,


AUTHORITIES

1. To have the authority to perform the duties and responsibilities mentioned above.
2. To be able to use all kinds of tools, equipment and materials required by their activities.
3. Paraphrasing the written texts,
4. Receiving letters related to the unit and signing the minutes,
5. Signing forms, charts, tables, etc. related to the activities carried out in the unit

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB	
	DESCRIPTION FORM	
	DEPARTMENT	Student Affairs Directorate
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Computer Operator
	NAME SURNAME	

RESPONSIBILITIES

1. The Chief Student Affairs Officer is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. Entering the personal information of newly enrolled students into the automation system,
2. To receive and evaluate applications for intra-institutional and inter-institutional transfer, and to carry out registration and adjustment procedures,
3. To make all other correspondence related to student affairs,
4. Making all kinds of announcements about students,
5. To inform the relevant institution, the parents and the students themselves about the situation of the penalized students,
6. Excuses due to the exam unable to enter students their petition Follow-up to and finalize it,
7. To make preparatory work on student quotas,
8. To carry out graduation procedures for graduating students,
9. To prepare the success rates at the end of the semester and notify the Student Affairs Department,
10. To make and follow up the procedures for students who want to leave on leave at the beginning of the semester,
11. To issue Student Certificate, transcript documents,
12. To prepare the documents of the students who will do internship and to make correspondence,
13. To follow the regular entry of the end of the semester (Fall and Spring Semester-end, make-up) grades into the automation system,
14. To make registration acceptance and correspondence procedures related to summer school,
15. To perform other duties assigned by the Dean, Vice Deans and Faculty Secretary,
16. Assigning supervisors for midterm, final and make-up exams held in our faculty,
17. Processing the course schedule of our faculty into the automation system every semester,
18. Determining advisors for newly enrolled students, assigning advisors through automation,
19. Making assignments of lecturers through the system
20. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated.


AUTHORITIES

1. To have the authority to perform the duties and responsibilities mentioned above.
2. To be able to use all kinds of tools, equipment and materials required by their activities.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB	
	DESCRIPTION FORM	
	DEPARTMENT	Dean Secretariat
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Officer
	NAME SURNAME	

RESPONSIBILITIES

1. The Dean Secretariat Officer is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

- 1- Checking incoming letters and faxes and transferring them within the unit.
- 2- Sending e-mails (invitations, announcements, congratulations, etc.) given by the Dean.
- 3- Connection procedures of the telephones requested by the Dean's Office.
- 4- Carrying out conformity approval procedures.
- 5- Carrying out unit filing procedures, ensuring the delivery of materials to be transferred to the archive.
- 6- Arranging appointments for meetings with the Dean.
- 7- To follow and carry out all protocol affairs related to the Dean.
- 8- Notifying the members and relevant units of the meeting place and time of the Boards.
- 9- Presenting the documents coming to the Dean's office for signature and sending them to the relevant units.
- 10- To ensure coordination between the Dean and the heads of departments and teaching staff.
- 11- To ensure communication between the administration, teaching staff, students and sub-units.
- 12- If he/she leaves his/her unit or faculty, leaving after training his/her replacement.
- 13- Performing other works and transactions assigned by the senior manager / managers to whom he / she is affiliated


AUTHORITIES

1. Initializing the written texts
2. Receiving the letters related to the unit and signing the minutes
3. Control of embezzled fixtures and materials
4. To have the authority to perform the duties and responsibilities mentioned above.
5. To be able to use all kinds of tools, equipment and materials required by their activities.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY	
	JOB DESCRIPTION FORM	
	DEPARTMENT	Movable Registration Unit
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Computer Operator
	NAME SURNAME	

RESPONSIBILITIES

1. The Movable Registration Unit Responsible is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated,
2. To take delivery of the movables acquired by the expenditure unit by counting, weighing, measuring and measuring the inspection and acceptance of the movables acquired by the expenditure unit according to their type and qualifications, and to keep the movables that are not directly consumed and not put into use in the warehouses under its responsibility.
3. To check and receive the movables that cannot be inspected and accepted immediately, and to prevent them from being put into use without final acceptance.
4. To keep records of the inflow and outflow of movables, to prepare the relevant documents and schedules and to send the movable management account statements to the consolidator.
5. To deliver the movables deemed appropriate for consumption or use to the relevant persons.
6. To take and ensure that the necessary measures are taken to protect movables against fire, wetting, deterioration, theft and similar hazards.
7. To notify the expenditure authority of any decrease in the warehouse due to theft or extraordinary reasons.
8. To make warehouse counting and stock control, to determine the maximum stock amount and maximum turnover rate according to the annual course of the movables that fall below the minimum stock level determined by the expenditure authority and to report the request to the expenditure authority
9. To control the durable movables in use where they are located, to make and have them counted.
10. To prepare the management account of the movables whose records are kept and submit it to the expenditure authority.
11. Managing the supply chain process stage, which includes material requirements planning, planning, implementing and controlling the forward and backward flows of goods, services and related information between the production point and consumption points, as well as their storage in an effective and efficient manner, in order to meet the requirements of the demanding units.
12. They are responsible for the losses and deficiencies that occur in the warehouses under their responsibility due to their intent, fault, negligence or imprudence.
13. They cannot leave their duties without handing over and delivering the warehouses under their responsibility.


AUTHORITIES

1. To have the authority to perform the duties and responsibilities mentioned above.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY	
	JOB DESCRIPTION FORM	
	DEPARTMENT	Purchasing Unit
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Computer Operator
NAME SURNAME		

RESPONSIBILITIES

1. The Procurement Unit Supervisor is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. Carrying out other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated
2. To perform the duty of purchasing and warehouse officer.


AUTHORITIES

2. To have the authority to perform the duties and responsibilities mentioned above.
3. To be able to use all kinds of tools, equipment and materials required by their activities.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB DESCRIPTION FORM	
	DEPARTMENT	Support Services Chief
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Janitor (CHEF)
	NAME SURNAME	

RESPONSIBILITIES

1. The Support Services Officer is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. Ensuring that the internal and external areas under its responsibility are organized, clean and hygienic, and that the layout of the buildings, annexes and floors of the units is maintained,
2. Ventilation of areas such as classrooms, laboratories and corridors,
3. Assisting in photocopying, duplicating, and distributing documents,
4. Reporting the problems in electricity, water, glass, frames, doors, etc. to the school secretary, intervening in everything that causes waste such as burning lamps, open lights, open taps, etc.
5. It ensures that all people entering the working environment leave the environment satisfied.
6. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated,
7. He/she is responsible for controlling the work done by permanent workers and janitorial staff and directing the workers.


AUTHORITIES

1. To have the authority to perform the duties and responsibilities mentioned above.
2. To be able to use all kinds of tools, equipment and materials required by their activities.

Name Surname

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	T.C FIRAT UNIVERSITY VETERINARY FACULTY JOB DESCRIPTION FORM	
	DEPARTMENT	Support Services Chief
	AFFILIATED UNIT	Faculty Secretariat
	TITLE	Permanent Worker
	NAME SURNAME	

RESPONSIBILITIES

1. The Support Services Permanent Worker is responsible to the Faculty Secretary while fulfilling all these duties written below in accordance with the laws and regulations.

TASK AREA

1. Ensuring that the internal and external areas under its responsibility are organized, clean and hygienic, and that the layout of the buildings, annexes and floors of the units is maintained,
2. Ventilation of areas such as classrooms, laboratories and corridors,
3. Assisting in photocopying, duplicating, and distributing documents,
4. Reporting the problems in electricity, water, windows, frames, doors, etc. to the school secretary, intervening in everything that causes waste such as a burnt lamp, a light left on, a light left on, a light left on, a faucet left on, etc.
5. It ensures that all people entering the working environment leave the environment satisfied.
6. Performing other works and transactions assigned by the **senior manager / managers** to whom he / she is affiliated,

AUTHORITIES

1. To have the authority to perform the duties and responsibilities mentioned above.
2. To be able to use all kinds of tools, equipment and materials required by their activities.

Name Surname

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