

	<p align="center"><b>ERCIYES UNIVERSITY</b></p> <p align="center"><b>FACULTY OF VETERINARY MEDICINE</b></p> <p align="center"><b>JOB DEFINITIONS</b></p>	DOCUMENT NO:	Vet_Fr.01-12
		PUBLICATION DATE:	Ocak 2009
		REVISION NO:	1
		REVISION DATE:	Mart 2021
		PAGE NO:	
<b>Unit:</b>	Dean of the Faculty of Veterinary Medicine		
<b>Task Name:</b>	<b>Department Secretary</b>		
<b>Chief:</b>	Faculty Secretary		
<b>Unit Affiliated</b>	Faculty Secretary		
<p><b>BRIEF DESCRIPTION OF THE JOB:</b></p> <p>To conduct correspondence between the Dean's Office, the Institute and the Departments.</p>			
<p><b>DUTIES AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>- To carry out and follow up correspondence prepared by the Department Head Office,</li> <li>- To prepare the Department Board decisions and cover letters under the supervision of the Department Head,</li> <li>- To convey the verbal orders of the Department Head to the relevant person or units,</li> <li>- To carry out and follow up correspondence between the Dean's Office, Department Heads, Department Heads,</li> <li>- To carry out correspondence regarding the extension of term of the Academic Staff, their participation in domestic and international scientific meetings, their assignments for examination, research and application,</li> <li>- To ensure that the Secretariat is opened on time and kept clean and tidy at all times,</li> <li>- To write and announce the board calls and decisions regarding the Department to the relevant people,</li> <li>- To record the documents coming to and going from the Department and store them in accordance with the system,</li> <li>- To prepare special information files for research assistants who are doing their master's degree, doctorate and are out of town for this purpose, and to inform the relevant people when requested,</li> <li>- To comply with the warnings and instructions regarding work safety, and to provide the necessary personal protective equipment,</li> <li>- To carry out correspondence regarding health reports, leave petitions, departures from duty and starting duty,</li> <li>- To prepare to conduct correspondence regarding their assignments,</li> </ul>			

- to conduct correspondence regarding the Department and Institute,
- to be aware of their sensitive duties and act accordingly,
- to perform other duties assigned by the Department Head and Faculty Secretary regarding their field.

**PREPARER:**  
**QUALITY UNIT**

**CONTROLLED BY:**  
**VICE DEAN**  
**Prof.Dr. Murat KANBUR**

**APPROVED BY:**  
**DEAN**  
**Prof.Dr. Abdullah İNCİ**