

	<p style="text-align: center;">ERCIYES UNIVERSITY</p> <p style="text-align: center;">FACULTY OF VETERINARY MEDICINE</p> <p style="text-align: center;">JOB DEFINITIONS</p>	DOCUMENT NO:	Vet_Fr.01-11
		PUBLICATION DATE:	Ocak 2009
		REVISION NO:	1
		REVISION DATE:	Mart 2021
		PAGE NO:	

Unit:	Dean of the Faculty of Veterinary Medicine
Task Name:	Dean's Secretary
Chief:	Faculty Secretary
Unit Affiliated	Faculty Secretary

BRIEF DESCRIPTION OF THE JOB: To organize the Dean's correspondence and appointments, to welcome guests to the Dean's Office, and to conduct correspondence as the Dean deems appropriate.

DUTIES AND RESPONSIBILITIES

- Organize the Dean's phone calls and appointments,
- Welcoming guests to the Dean's Office, coordinating their meetings with the Dean,
- Answering and connecting calls to the Dean's Office, Vice Deans and the Faculty Secretariat, arranging their appointments,
- Keeping and archiving the Dean's private and institutional files
- Preparing and distributing the Dean's congratulatory messages on religious and national holidays
- Conducting the Dean's private communication and confidential work
- Ensuring that the Secretariat is always kept clean and tidy
- Using a very polite and respectful tone of voice during phone calls
- Following the protocol lists and phone directories applied within the university and in the city, ensuring that they are constantly updated
- Ensuring that letters and fax notes received by the Dean's Office are delivered to the relevant parties immediately
- Conducting correspondence given by the Dean, Vice Deans and the Faculty Secretary
- Performing other faculty-related duties given by the Dean, Vice Deans and the Faculty Secretary.

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