

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DEFINITIONS</p>	DOCUMENT NO:	Vet_Fr.01-21
		PUBLICATION DATE:	Ocak 2009
		REVISION NO:	1
		REVISION DATE:	Mart 2021
		PAGE NO:	
Unit:	Dean of the Faculty of Veterinary Medicine		
Task Name:	Internal Services (Dean's Office Servant)		
Chief:	Faculty Secretary		
Unit Affiliated	Faculty Secretary		
<p>BRIEF DESCRIPTION OF THE JOB:</p> <p>To clean the interior and exterior of the building, such as offices, halls, classrooms, etc., and to assist and follow up maintenance and repair work together with the technical staff.</p>			
<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> - Cleaning the Dean, Vice Deans, Faculty Secretary and other units and rooms affiliated with the Dean's Office - Monitoring the maintenance of the tea house - Performing photocopying operations in the Faculty - Assisting with organization, cleaning, etc. of Faculty events - Assisting in hosting guests at the Dean's Office - Performing other administrative duties assigned by the Dean, Vice Deans and Faculty Secretary. 			

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