



**ERCIYES UNIVERSITY
FACULTY OF VETERINARY MEDICINE**

JOB DEFINITIONS

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Unit:	Dean of the Faculty of Veterinary Medicine
Task Name:	Commission Secretariat
Chief:	Faculty Secretary
Unit Affiliated:	Faculty Secretary

BRIEF DESCRIPTION OF THE JOB:
Organizing the work-process and documents of the committees in the faculty and making correspondence.

DUTIES AND RESPONSIBILITIES

- Recording and tracking incoming documents from inside and outside the institution to the EBYS system,
- Delivering physical attachments related to documents coming from the EBYS automation system to the relevant units,
- Delivering documents that will be sent with wet signatures to the relevant person or units as entrusted,
- Archiving incoming and outgoing documents,
- Providing meeting information to the members of the Faculty Board and Faculty Executive Board, writing and filing the decisions taken,
- Providing meeting information to the members of the Education-Training Coordination Board of all boards, committees and commissions established in the faculty, writing and filing the decisions,
- Following up on correspondence of accreditation institutions such as VEDEK, EAEVE, TÜRKAK and Food Control Laboratory, writing and filing the meeting decisions,
- Conducting general correspondence within and outside the institution regarding the commissions,
- Following up on periodic documents and responding to them on time,
- Ensuring that announcements regarding the faculty are made to the relevant commissions,
- Dean, Vice Deans and To perform other administrative duties assigned by the Faculty Secretary.

PREPARED BY:
QUALITY UNIT

CONTROLLED BY:
VICE DEAN
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