

	<p align="center">ERCIYES UNIVERSITY</p> <p align="center">FACULTY OF VETERINARY MEDICINE</p> <p align="center">JOB DEFINITIONS</p>	DOCUMENT NO:	Vet_Fr.01-13
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Unit:	Dean of the Faculty of Veterinary Medicine		
Task Name:	Commission Secretariat		
Chief:	Faculty Secretary		
Unit Affiliated:	Faculty Secretary		
<p>BRIEF DESCRIPTION OF THE JOB:</p> <p>Organizing the work-process and documents of the committees in the faculty and making correspondence.</p>			
<p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> - 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 Prof. Dr. Murat KANBUR	APPROVED BY: DEAN Prof.Dr. Abdullah İNCİ
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