



T.C.
KARABÜK UNIVERSITY
Job Description Form

Doküman No	UNİKA-FRM-0211
Yayın Tarihi	22.07.2022
Revizyon Tarihi	-
Revizyon No	0

Department	FACULTY OF BUSINESS
Title/Name-Surname	Prof. Dr. Elif ÇEPNİ / Dean
Reporting Manager	Rector
Personnel to Act in Her Absence	Prof. Dr. Murat YILDIRIM / Prof. Dr. Hasan Alp ÖZEL

Brief Job Description

DEAN

She is the Authorized Officer for Expenditure. Ensures the effective, economical, and efficient use of funds.

▪ Duties, Authorities and Responsibilities

- Fulfilling the duties assigned by laws and regulations.
- Working towards the realization of the goals and principles determined by the senior management of Karabük University, in line with the vision and mission of the Faculty, ensuring that all activities are conducted in accordance with efficiency and productivity principles, planning, directing, coordinating, and supervising accordingly.
- Chairing Faculty boards and ensuring the implementation of board decisions.
- Facilitating coordination between Faculty units to ensure smooth operations.
- Defining the mission and vision of the Faculty, sharing it with all faculty members, and motivating them to achieve it.
- Ensuring the preparation of the Faculty's analytical budget annually, along with justifications.
- Ensuring the effective, economical, efficient, and legally compliant acquisition and use of movable assets, conducting their controls, maintaining transparent records through the responsible officer for movable asset registration and control, and providing the prepared Management Report.
- Preparing the Faculty's staffing needs and presenting them to the Office of the Rector.
- Exercising general supervision and oversight over the units of the Faculty.
- Ensuring the establishment of an information system in computer and output environments within the Faculty.
- Facilitating the preparation and implementation of surveys necessary for the information systems.
- Ensuring the orderly conduct of education and teaching within the Faculty.
- Developing policies and strategies related to education, teaching, and research within the Faculty.
- Organizing courses, seminars, conferences, and similar events in areas needed for the administrative and academic staff of the Faculty, aiming to transform the Faculty into a continuous learning organization.
- Ensuring the regular conduct of evaluation and quality improvement activities within the Faculty.
- Identifying and resolving issues related to the Faculty's education and teaching system, and escalating them to higher authorities when necessary.
- Monitoring emerging trends in education and ensuring their implementation at the Faculty level.
- Facilitating the necessary efforts for the accreditation of programs within the Faculty.
- Ensuring the preparation of the Faculty's strategic plan.
- Ensuring the effective and efficient utilization of physical infrastructure and human resources within the Faculty.
- Ensuring the implementation of necessary security measures on the Faculty campus.
- Representing the Faculty at a high level.
- Providing reports to the Office of the Rector on the general status and operation of the Faculty at the end of each academic year.
- Ensuring that activities within the scope of duties and responsibilities are carried out in accordance with the definitions and instructions of the existing internal control system.
- Chairing Faculty boards, implementing decisions of the Faculty Boards, and ensuring regular cooperation between Faculty units.



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27. Providing reports to the Rector on the general status and operation of the Faculty at the end of each academic year and when requested.
28. Reporting the budget and staffing needs of the Faculty to the Rectorate with justifications.
29. Presenting budget proposals to the Rectorate after obtaining the opinion of the Faculty Management Board.
30. Exercising general supervision and oversight over the units of the Faculty and personnel at all levels.
31. Acting in accordance with principles of economy.
32. Providing opportunities for continuous development and improvement to enable subordinate staff to acquire skills and experience that will allow them to perform their duties more efficiently, effectively, and with higher quality.
33. Fulfilling other duties assigned by the Office of the Rector related to the scope of responsibilities.

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Department	Faculty of Business
Title/Name-Surname	Prof. Dr. Murat YILDIRIM / Vice Dean
Reporting Manager	Dean
Personnel to Act in His Absence	Prof. Dr. Hasan Alp ÖZEL
Brief Job Description	
VICE DEAN In the absence of the Dean, presides over bodies such as the Faculty Academic Council, Faculty Council, and Faculty Management Board.	

▪ Duties, Authorities and Responsibilities
<ul style="list-style-type: none">• Conducting evaluation and quality improvement activities in the Faculty.• Developing policies and strategies related to education, teaching, and research.• Regularly opening and evaluating suggestion boxes.• Preparing presentations for the Academic General Assembly to be held at the end of each academic year.• Monitoring projects conducted by faculty members within the Faculty.• Ensuring regular teaching by faculty members.• Organizing Faculty exam schedules.• Monitoring activities related to the education and internship commissions.• Organizing and monitoring the coordination of semester course distributions.• Attending Faculty Management Board Meetings.• Attending Faculty Council Meetings.• Monitoring Faculty Web Management activities.• Ensuring the implementation of "Teaching Process Evaluation Surveys" for faculty members.• Preparing and ensuring the implementation of Faculty evaluation surveys for students.• Developing policies and strategies related to education, teaching, and research.• Preparing presentations for the Academic General Assembly to be held at the end of each academic year.• Conducting elections necessary for the student council and representation.• Monitoring projects conducted by faculty members within the Faculty.• Performing other tasks assigned within the scope of the Dean's office.• Acting as the Dean in the absence of the Dean.

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Department	FACULTY OF BUSINESS
Title/Name - Surname	Prof. Dr. Hasan Alp ÖZEL / Vice Dean
Reporting Manager	Dean
Personnel to Act in His Absence	Prof. Dr. Murat YILDIRIM
Brief Job Description	
VICE DEAN In the absence of the Dean, presides over bodies such as the Faculty Academic Council, Faculty Council, and Faculty Management Board.	

▪ Duties, Authorities and Responsibilities
<ul style="list-style-type: none">• Managing Faculty evaluation and quality improvement activities.• Ensuring the establishment of standards for evaluation and quality improvement activities.• Facilitating the formation and operation of committees for evaluation and quality improvement activities.• Preparing annual reports on evaluation and quality improvement activities and presenting them to the Dean's office.• Ensuring the determination of output competencies for programs conducted within the Faculty.• Developing the Faculty's strategic plan.• Ensuring the improvement of established standards' quality.• Attending Faculty Management Board Meetings.• Attending Faculty Council Meetings.• Preparing and ensuring the implementation of Faculty evaluation surveys.• Monitoring projects conducted by faculty members within the Faculty.• Ensuring the preparation of classroom schedules and faculty member schedules.• Performing other tasks assigned within the scope of the Dean's office.• Acting as the Dean in the absence of the Dean.

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Department	FACULTY OF BUSINESS
Title/Name - Surname	Faculty Secretary / Mehmet Yılmaz BALCI
Reporting Manager	Dean
Personnel to Act on His Absence	Chief Neslihan KİBAR ÖNDER
Brief Job Description	
FACULTY SECRETARY The Implementation Officer. Ensures compliance with laws, regulations, and other legislation. Oversees the procurement and asset management process as the Movable Property Control Officer. Manages the preparation and administration of the budget.	

▪ Duties, Authorities and Responsibilities
<ul style="list-style-type: none">• Prepare agendas for Faculty Board, Faculty Executive Board, Faculty Disciplinary Board, and other relevant committees, act as rapporteur, and ensure the drafting, signing, distribution, and archiving of decisions made in these committees.• Ensure coordination among units within the Faculty Administrative Organization to facilitate smooth operation and delivery of services, supervise and make recommendations to the Dean regarding assigned personnel.• Develop and implement the Faculty budget, and oversee the execution of the finalized budget.• Ensure the preparation and accrual of salaries, expatriation allowances, and course fees for academic and administrative staff, conduct inventory control, procurement, and monitor budget and funding statuses.• Act as the executing officer, following expenditure instructions; oversee the execution of tasks, procurement of goods or services, processing of deliveries, documentation, and preparation of necessary documents for payment.• Participate in the preparation of activity reports, internal audits, and strategic planning, ensuring timely dissemination of results to relevant units.• Facilitate the preparation of documentation related to personnel onboarding.• Ensure timely evaluation and response to internal or external requests and correspondence, including announcements, by assessing and organizing necessary replies, filing, and archiving.• Coordinate protocol, visits, and ceremonial arrangements within the Faculty.• Manage interdepartmental document flow.• Plan administrative staffing needs for the Faculty.• Verify the proper maintenance of personnel records.• Efficiently utilize and allocate Faculty assets, consumables, and resources.• Plan and oversee building maintenance and repair activities.• Procure machinery and equipment for administrative and educational activities upon request.• Participate in the organization and distribution of workspace arrangements.• Participate in and oversee civil defense efforts.• Conduct periodic meetings with administrative staff, implement measures to ensure cohesive and efficient operations, facilitate fair workload distribution among personnel, monitor adherence to dress code policies, and reorganize administrative personnel and units if necessary.• Establish a unit archive within the Faculty, designate a responsible party, maintain archive organization, and ensure the proper archiving of all documents in accordance with archive regulations.• Organize official openings, ceremonies, and student events hosted by the Faculty.• Ensure the regular execution and supervision of environmental, cleaning, maintenance, and repair services.• Maintain the organization of Faculty-owned warehouses.• As the primary liaison, responsible for fulfilling other tasks and directives from the respective process and senior executives, reporting directly to the Dean.



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Department	FACULTY OF BUSINESS
Title/ Name - Surname	Chief Neslihan ÖNDER
Reporting Manager	Faculty Secretary
Personnel to Act in His Absence	Computer Operator Mesut ÖZDEMİR
Brief Job Description	
CHIEF Performs general tracking of incoming documents to the office.	

▪ Duties, Authorities and Responsibilities
<ul style="list-style-type: none">• Perform all kinds of tasks and procedures related to the Department of Business Administration, Entrepreneurship, and Actuarial Sciences within our Faculty.• Execute all tasks and procedures of the department in a delegated capacity.• Notify the Dean's Office of finalized Fall/Spring semester class schedules with a cover letter.• Announce finalized exam schedules and class schedules on the student notice board; provide written class schedules to faculty members.• Post relevant announcements on the departmental student notice boards and remove expired ones.• Provide written exam schedules to faculty members and proctors.• Handle inter-faculty and inter-departmental correspondence and ensure their delivery to the relevant recipients.• Maintain records and storage of outgoing and incoming correspondence for the department.• Ensure necessary actions are taken in response to correspondence received from the Dean's Office, and timely submission of required documents.• Record and process incoming documents relevant to the department.• Prepare departmental board reports, transmit them to relevant parties, and maintain a copy of the file.• Submit documentation to the Dean's Office regarding the extension of faculty members' terms of service.• Ensure that exemption petitions are reviewed by department heads and advisors.• Distribute incoming correspondence regarding students to department heads, advisors, and course instructors; draft response letters for inquiries.• Process students' internship-related procedures.• Deliver outgoing documents to relevant departments outside the Faculty within their jurisdiction.• Research methods for more effective and efficient service delivery, collaborate with the Faculty Secretary on implementing necessary changes based on research findings.• Perform other tasks and procedures assigned by superiors.• Responsible to the Faculty Secretary for the fulfillment of the aforementioned duties.

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Department	FACULTY OF BUSINESS
Title/Name-Surname	Computer Operator Nebahat IŞIK
Reporting Manager	Faculty Secretary
Personnel to Act in Her Absence	Computer Operator İlknur GÜMÜŞ KAYACIK
Brief Job Description	
PERSONNEL & CORRESPONDENCE UNIT Handles the extension of faculty members' terms of service and monitors time-sensitive correspondence.	

▪ Duties, Authorities and Responsibilities
<ul style="list-style-type: none">• Monitor and handle the annual leave, sick leave, and medical report procedures for academic and administrative staff, and conduct necessary correspondence.• Perform all tasks and procedures related to the department in a delegated capacity.• Monitor appointment procedures for teaching assignments according to Articles 40/a, 40/d, and 31 of Law No. 2547.• Handle the documentation process related to personnel files throughout the employment period of academic and administrative staff.• Track tenure, promotion, and term extension processes for academic staff.• Manage internal and external correspondence for academic and administrative personnel.• Handle the distribution and announcement of correspondence relevant to personnel.• Keep abreast of legislation and amendments concerning academic and administrative personnel.• Notify relevant authorities of changes in the personal status of academic and administrative staff.• Monitor and finalize the appointment, commencement, termination, and retirement processes of academic and administrative personnel.• Record incoming documents relevant to personnel and handle their processing.• Handle correspondence related to the Ethics Committee, and oversee all related tasks and procedures.• Ensure adherence to occupational health and safety regulations in the work environment, conduct necessary checks on electrical appliances, and ensure the closure of doors and windows outside of working hours.• Safeguard all types of information and documents belonging to units or individuals to prevent unauthorized access and refrain from disclosing materials, information, and documents without administrative approval.• Manage all processes related to the salaries of academic, administrative, and other personnel within our Faculty's staff.• Handle the monitoring of development allowances in salaries.• Research methods for more effective and efficient service delivery, collaborate with the Faculty Secretary on implementing necessary changes based on research findings.• Deliver outgoing documents relevant to their scope of work to the appropriate department.• Responsible to the Faculty Secretary for the fulfillment of the aforementioned duties.• Execute other tasks and procedures assigned by superiors.

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Department	FACULTY OF BUSINESS
Title/Name-Surname	Computer Operator İlknur GÜMÜŞ KAYACIK
Reporting Manager	Faculty Secretary
Personnel to Act in Her Absence	Computer Operator Nebahat IŞIK
Brief Job Description	
FINANCIAL AFFAIRS Processes additional teaching payments for faculty members. Handles payment for jury assignments.	

▪ Duties, Authorities and Responsibilities
<ul style="list-style-type: none">• Record and account for additional teaching hours through the system and notify relevant departments.• Manage regulations related to additional teaching, prepare and approve monthly declaration forms for faculty members in departments.• Handle compensation for makeup teaching hours and prepare exam fees.• Prepare monthly teaching fees for faculty members assigned according to Articles 40/a, 40/b, 40/d, and 31 of Law No. 2547, and process necessary forms for additional teaching payments.• Transmit approved additional teaching payments electronically to the relevant bank.• Handle travel expense procedures for academic and administrative staff and monitor budget allocations.• Monitor and handle domestic and international assignments for academic and administrative staff, including correspondence.• Manage administrative staff overtime procedures.• Perform all tasks and procedures related to the department in a delegated capacity.• Monitor appointment procedures for teaching assignments according to Articles 40/a, 40/d, and 31 of Law No. 2547.• Promptly address complaints and requests from units such as CİMER, BİMER, and the Ombudsman Institution.• Collect and report requested documents from Directorate General for relevant matters concerning the Faculty.• Coordinate all necessary announcements for the Faculty.• Deliver outgoing documents relevant to their scope of work to the appropriate department.• Coordinate all announcements related to the Faculty.• Research methods for more effective and efficient service delivery, collaborate with the Faculty Secretary on implementing necessary changes based on research findings.• Responsible to the Faculty Secretary for the fulfillment of the aforementioned duties.• Execute other tasks and procedures assigned by superiors.

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Department	FACULTY OF BUSINESS
Title/Name-Surname	Computer Operator Gülçin BAŞKEÇE
Reporting Manager	Faculty Secretary
Personnel to Act on Her Absence	Computer Operator İlknur GÜMÜŞ KAYACIK
Brief Job Description	
Organizes the Faculty Board, Faculty Executive Board, Disciplinary Board, and Academic General Assembly affairs.	

▪ Duties, Authorities and Responsibilities
<ul style="list-style-type: none">• Compile agenda items for the Faculty Board, Faculty Executive Board, Disciplinary Board, Academic General Assembly, and other committees, summon members to meetings, draft decisions, and ensure their timely communication to relevant departments for necessary actions according to the content of the decisions.• Perform all tasks and procedures related to the department in a delegated capacity.• Archive decisions from the Rectorate, such as those from the Senate and Executive Board.• Record incoming and outgoing correspondence promptly, register all documents received via mail, courier, or fax on the day of receipt, and forward them to the respective department or individual.• Execute other tasks assigned by the Dean's Office within its scope of work.• Manage the Faculty's central telephone line, connect calls to relevant destinations.• Ensure compliance with occupational health and safety regulations in the work environment, conduct necessary checks on electrical appliances, and ensure doors and windows are closed outside of working hours.• Safeguard all types of information and documents belonging to units or individuals to prevent unauthorized access and refrain from disclosing materials, information, and documents without administrative approval.• Handle disciplinary matters and correspondence related to students and staff.• Deliver outgoing documents relevant to their scope of work to the appropriate department.• Responsible to the Faculty Secretary for the fulfillment of the aforementioned duties.• Conduct research on methods for more effective and efficient service delivery, collaborate with the Faculty Secretary on implementing necessary changes based on research findings.

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Department	FACULTY OF BUSINESS
Title/Name-Surname	Computer Operator Murat AKGÜL
Reporting Manager	Faculty Secretary
Personnel to Act on Her Absence	Computer Operator İlknur GÜMÜŞ KAYACIK
Brief Job Description	
MOBILE ASSET MANAGEMENT Carrying out tasks related to mobile assets.	

Duties, Authorities and Responsibilities
<ul style="list-style-type: none">• Research methods to enhance the effectiveness and efficiency of services, collaborate with the Faculty Secretary to implement necessary changes based on research findings.• Record and manage the procurement and disposal of consumable and fixed assets, including registration, inventory status, consumption, transfer, scrapping, donations, and purchases.• Perform all tasks and procedures related to the department in a delegated capacity.• Execute budget tracking and implementation procedures.• Handle correspondence related to mobile assets, conduct year-end procedures for assets, prepare inventory lists, and submit them to relevant departments.• Forward transactions performed in the Mobile Asset Registration System to the expenditure unit and collaborate with financial affairs for joint work in this area.• Receive assets inspected and accepted based on their type and characteristics, store them in warehouses under responsibility, and deliver assets suitable for consumption or use to relevant parties.• Receive assets not immediately inspected and prevent their use until final acceptance is completed.• Maintain records of assets' inflow and outflow, prepare documents and forms related to them, and submit asset management account statements to the consolidation officer.• Take necessary measures to protect assets from fire, water damage, spoilage, theft, and similar risks.• Conduct warehouse inventory and stock control, report assets falling below the minimum stock level determined by the authorized spender to them.• Assist in material needs planning for the expenditure unit and prepare and present asset management accounts to the authorized spender.• Coordinate the cleaning of Faculty buildings, working areas, and classrooms, and supervise cleaners.• Ensure tracking and procurement of necessary materials for educational activities and within building premises.• Ensure all room telephone numbers in the Faculty directory are up to date, and maintain a frame for door nameplates and class schedules.• Pay attention to occupational health and safety measures in the work environment, conduct necessary checks on existing electrical appliances, and ensure that doors and windows are closed outside of working hours.• Ensure compliance with occupational health and safety regulations in the work environment, conduct necessary checks on existing electrical appliances, and ensure that doors and windows are closed outside of working hours.• Safeguard all types of information and documents belonging to units or individuals to prevent unauthorized access and refrain from disclosing materials, information, and documents without administrative approval.• Deliver outgoing documents relevant to their scope of work to the appropriate department.• Execute other tasks and procedures assigned by superiors.• Conduct inspections of physical areas belonging to the Faculty.• Address any faults occurring within the Faculty, report them through the AKS system.• Perform all tasks and procedures related to the department in a delegated capacity.• Responsible to the Faculty Secretary for the fulfillment of the aforementioned duties.



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Department	FACULTY OF BUSINESS
Title/Name-Surname	Computer Operator Mehmet EREN
Reporting Manager	Faculty Secretary
Personnel to Act on Her Absence	Chief Neslihan KİBAR ÖNDER
Brief Job Description	
DEPARTMENT SECRETARY Ensures timely correspondence related to the department. Assists in ensuring timely assignment of teaching duties, weekly class schedules, and exam schedules related to education. Maintains official information and documents pertaining to the department and ensures the archiving of department-related paperwork.	

Duties, Authorities and Responsibilities
<ul style="list-style-type: none">- Handle all tasks and procedures related to the Department of Graduate Studies in our Faculty.- Perform all tasks and procedures related to the department in a delegated capacity.- Communicate incoming letters related to students to department chairs, advisors, and course instructors, draft opinion letters for requested correspondence.- Ensure compliance with occupational health and safety regulations in the work environment, conduct necessary checks on existing electrical appliances, and ensure that doors and windows are closed outside of working hours.- Safeguard all types of information and documents belonging to units or individuals to prevent unauthorized access and refrain from disclosing materials, information, and documents without administrative approval.- Deliver outgoing documents relevant to their scope of work to the appropriate department.- Conduct research on methods to enhance the effectiveness and efficiency of services, collaborate with the Faculty Secretary to implement necessary changes based on research findings.- Execute other tasks and procedures assigned by superiors.- Responsible to the Faculty Secretary for the fulfillment of the aforementioned duties.

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Department	FACULTY OF BUSINESS
Title/Name-Surname	Computer Operator Mesut ÖZDEMİR
Reporting Manager	Faculty Secretary
Personnel to Act on Her Absence	Computer Operator Mehmet EREN

Brief Job Description

DEPARTMENT SECRETARY

Ensures timely correspondence related to the department. Assists in ensuring the timely preparation of teaching assignments, weekly class schedules, and exam schedules related to education. Maintains the official information and documents pertaining to the Department Chairmanship and ensures the archiving of department-related paperwork.

**Duties, Authorities and
Responsibilities**

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- Performing all tasks and procedures related to the Department of Public Relations and Promotion, International Trade, Finance, and Banking Department Chairmanships.
 - Acting on behalf of the department, executing all kinds of tasks and procedures.
 - Submitting finalized Fall/Spring semester course schedules to the Dean's Office with a cover letter.
 - Announcing finalized exam schedules and course schedules on the student notice board, and providing written notification of course schedules to academic staff.
 - Managing announcements relevant to departments on student notice boards, removing expired notices.
 - Distributing written exam schedules to academic staff and invigilators.
 - Handling inter-faculty and inter-department correspondence, delivering them to the relevant authorities.
 - Recording and archiving incoming and outgoing correspondence for the department.
 - Ensuring timely action on correspondence received from the Dean's Office, and ensuring that necessary correspondence is promptly submitted to the Dean's Office.
 - Making announcements for meetings.
 - Recording and managing incoming documents relevant to the department.
 - Compiling and submitting Department Board reports, filing a copy.
 - Reporting to the Dean's Office regarding extensions of duty for department faculty members.
 - Ensuring review of exemption petitions by department heads and advisors.
 - Distributing incoming correspondence regarding students to department heads, advisors, and course instructors, and drafting opinion letters for requested correspondence.
 - Carrying out other tasks and procedures assigned by superiors.
 - Managing internship-related procedures for students.
 - Ensuring compliance with occupational health and safety regulations in the work environment, conducting necessary checks on electrical appliances, and ensuring that doors and windows are closed outside working hours.
 - Executing other tasks assigned by the Dean's Office within its jurisdiction.
 - Safeguarding all kinds of information and documents belonging to individuals or units, preventing unauthorized access, and refraining from providing materials, information, or documents without approval from the administration.
 - Delivering documents related to its jurisdiction outside the Faculty to the relevant unit.
 - Researching methods for the more effective and efficient execution of services, collaborating with the Faculty Secretary in implementing necessary changes based on research results.
 - Fulfilling the above-mentioned duties while being accountable to the Faculty Secretary.



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