



**SULEYMAN DEMIREL UNIVERSITY**  
**Department of Student Affairs**

**JOB DESCRIPTION**

Document Number	GT-001
First Release Date	24.11.2020
Revision Date	05.04.2022
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<b>Name Surname</b>	Ali İhsan UĞUZ
<b>Position</b>	Computer Operator
<b>Unit</b>	Section of Support Services
<b>Substitute</b>	Supervisor Gökhan Mehmet BALLI
<b>Level of Education Required</b>	To be at least associate degree graduate
<b>Duties and Responsibilities</b>	<ol style="list-style-type: none"><li>1. Realizing complete execution and follow up of the personnel and editorial activities of the Department of Student Affairs.</li><li>2. Realizing official correspondance of the Department of Student Affairs.</li><li>3. Keeping and tracking the records of incoming and outgoing documents from Electronic Document Management System.</li><li>4. Keeping the archieve of the personnel assigned in the Department of Student Affairs.</li><li>5. Following up the personnel information via the Personnel Information System (PBS).</li><li>6. Ensuring the fulfillment of transactions over Service Tracking Project (HİTAP).</li><li>7. Ensuring the fulfillment of permanent worker payroll processes.</li><li>8. Following up the yearly leave demands of the personnel recruited in the Department of Student Affairs.</li><li>9. Following up the rank and seniority promotions.</li><li>10. Keeping track of incoming and outgoing documents from Electronic Document Management System.</li><li>11. Responding to internal and external official letters.</li><li>12. Ensuring that the required official documents are transferred to the electronic environment.</li><li>13. Keeping the books of incoming and outgoing confidential letters and ensuring them to be sealed and stamped.</li><li>14. Ensuring the coordination with relevant units in order to update the information changes.</li><li>15. Getting student ID Cards printed.</li><li>16. Complying with the Quality Policy of the Department,</li><li>17. Being responsible to the Head of Department and supervisor in timely fulfillment of his duties,</li><li>18. Ensuring the provision of services in the unit effectively, efficiently and quickly.</li><li>19. Taking necessary measures to protect the all office machines and fixtures under her responsibility against any kind of damage and ensuring economically proper use of all kinds of materials, tools and equipment,</li><li>20. Carrying out other works and transactions given by the Head of Department.</li></ol>

<b>Prepared by</b>	<b>Controlled by</b>	<b>Approved by</b>
Halil İbrahim AZAK	Gökhan Mehmet BALLI	Emrah GÜLCEMAL



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**Approving Superior**

.../.../20...  
Emrah GÜLCEMAL  
Head of Department

I have read the job description given in this document. I agree to fulfill my duty within the description above.

Computer Operator Ali İhsan UĞUZ

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Halil İbrahim AZAK	Gökhan Mehmet BALLI	Emrah GÜLCEMAL