

#### SULEYMAN DEMIREL UNIVERSITY Department of Student Affairs

# JOB DESCRIPTION

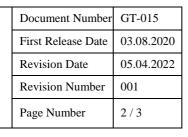
Document Number	GT-015
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Revision Number	001
Page Number	1/3

Name Surname	Mustafa DO	DĞAN		
Position				
1 051001	Head of Se	ection		
Unit	Section of Support Services, CoHE Scholarships Followup Unit.			
Substitute	Computer Operator Ali İhsan UĞUZ			
Level of Education Required	Having at least an Associate Degree			
Duties and Responsibilities	<ol> <li>He</li> <li>To Sch</li> <li>To Sch</li> <li>To Sch</li> <li>To unit</li> <li>Rec mean not</li> <li>Rec mean not</li> <li>Rec mean not</li> <li>To mad acc afte</li> <li>To and acc</li> <li>To and spe</li> <li>Ta Be inte</li> <li>To acc</li> <li>To acc</li> <li>To and acc</li> <li>To and acc</li> <li>To and acc</li> <li>To and acc</li> <li>To and acc</li> <li>To acc</li> <li>To ac</li></ol>	is the head of Unit of Support Services. is the head of CoHE Scholarships Follow carry out the work and transactions of the olarship carry out the order, control and material is terving the movables acquired by the spe- asuring according to their type and qualit directly consumed or put into use in the check and take delivery of movables who de immediately, and to prevent them from eptance, with the exception of consumab- er a certain period of use due to their char keep the records of the entry and exit of the schedules related to them, and to send the ount statements to the consolidation office ading in the movables that are deemed su evant responsibles. Trying out warehouse counting and stock istration control officer of the movables the erminedby the spending officier. ecking the durable movables in use at the ing the counts done. disting in the material requirement planning paring the management account of the m is submitting to the movable registration c anding officier. ing responsible for the losses and deficie ention, fault and negligence. the leaving his duty before handing over the king embezzlement of the movables give arms. suring the order of the warehouses he is in regulations.	e students who are entitled to CoHE input and output of the warehouses of the nding unit by counting, weighing and ies, and keeping the movables that are warehouses under its responsibility. Ose inspection and acceptance cannot be n being put into use without final les whose final acceptance can be made acteristics. the movables to prepare the documents ne movable property management eier, if requested. itable for consumptio or use to the control, notifying the movable hat fall below the minimum stock level ir location, making their counts and ng of the expenditure unit. ovables that he is keeping the records of ontrol officier in order to be presented to ncies that ocur in the warehouses due to e warehouse he is in charge of. n to use, performing the embezzlement	
	<b>17.</b> Ens	uring the security of all information sub-	nitted to him within his authority.	
Prepared by		Controlled by	Approved by	
Ali İhsan UĞUZ M		Mustafa DOĞAN	Emrah GÜLCEMAL	



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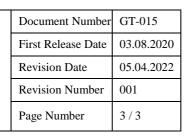
	18. Cor	nplying with the ethical rules of the Depa	artment of Student Affairs and giving	
		port to internal control activities.		
	<b>19.</b> Elii	ninating the difficulties and bottlenecks e	encountered in the application and taking	
	pre	ventive measures for difficulties and bott	lenecks, giving recommendations to the	
	hea	d of the department for the matters outsic	le of his scope of authority.	
	<b>20.</b> Per	forming the editorial and personnel proce	dures and coordinating with other units.	
	<b>21.</b> Rea	lization of the complete execution and fo	llow up of the activities concerning the	
	personnel and registry correspondance.			
	<b>22.</b> Doi	ng the official correspondence concernin	g the scope of department of student	
	affa			
	<b>23.</b> Kee	ping track of incoming and outgoing doc	cuments from Electronic Document	
		nagement System.		
		ving archived of the personnel files of the	Department of Student Affairs.	
		lowing up of the personnel information v		
		suring the fulfillment of transactions over		
Duties and Desponsibilities		suring the payroll processes of permanent		
Responsibilities			he personnel recruited in the Department	
		Student Affairs.	I I I I I I I I I I I I I I I I I I I	
		lowing up the rank and seniority promoti-	ons.	
			l office machines and fixtures under her	
			suring economically proper use of all kinds of	
		erials, tools and equipment,	········	
	<b>31.</b> Using assets and resources of the department of student affairs efficiently and			
	economically.			
		•	nent regarding the work order of the unit	
		taking preventive measures fort he failur		
<ul> <li>33. Complying with the Quality Policy of the Department,</li> <li>34. Providing necessary information to the spending officier for implementat legislation.</li> </ul>				
	<b>35.</b> Ensuring that the expenses are in compliance with laws, statutes, decrees a regulations,			
	<b>36.</b> Realizing all kinds of correspondance on financial matters.			
	<b>37.</b> Realizing follow up of the budget allowances released in quarterly periods.			
	<b>38.</b> Managing the fiduciary of the Department of Student Affairs.			
	<ul><li>39. Following up the budget and notifying department of strategy development in case of</li></ul>			
	revision, transfer or reserve budget.			
	<b>40.</b> Following-up the general instructions issued by Ministry of Treasury and Finance.			
		L Ensuring the control and realization of payments for domestic and international		
		gnments of the personnel working in the		
			-	
		<b>42.</b> Realization of market research for materials to be purchased and making necessary		
		respondance and giving feedback to chain		
Prepared by	<b>43.</b> Org	controlled by		
ricpated by		Controlled by	Approved by	
Ali İhsan UĞUZ		Mustafa DOĞAN	Emrah GÜLCEMAL	



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<b>44.</b> Realization of the necessary steps, preparation of the documents for the works that require tender procudures.
<ul><li>45. Following up the laws, regulations and legislations and keeping them updated.</li><li>46. Carrying out other works and transactions given by the Head of Department.</li></ul>

## **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.

Head of Section Mustafa DOĞAN

Prepared by	Controlled by	Approved by
Ali İhsan UĞUZ	Mustafa DOĞAN	Emrah GÜLCEMAL