



SULEYMAN DEMIREL UNIVERSITY
Department of Student Affairs

JOB DESCRIPTION

Document Number	GT-015
First Release Date	03.08.2020
Revision Date	05.04.2022
Revision Number	001
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Name Surname	Mustafa DOĞAN		
Position	Head of Section		
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 style="list-style-type: none">1. He is the head of Unit of Support Services.2. He is the head of CoHE Scholarships Followup Unit.3. To carry out the work and transactions of the students who are entitled to CoHE Scholarship4. To carry out the order, control and material input and output of the warehouses of the unit5. Receiving the movables acquired by the spending unit by counting, weighing and measuring according to their type and qualities, and keeping the movables that are not directly consumed or put into use in the warehouses under its responsibility.6. To check and take delivery of movables whose inspection and acceptance cannot be made immediately, and to prevent them from being put into use without final acceptance, with the exception of consumables whose final acceptance can be made after a certain period of use due to their characteristics.7. To keep the records of the entry and exit of the movables to prepare the documents and schedules related to them, and to send the movable property management account statements to the consolidation officier, if requested.8. Handing in the movables that are deemed suitable for consumption or use to the relevant responsables.9. Carrying out warehouse counting and stock control, notifying the movable registration control officer of the movables that fall below the minimum stock level determined by the spending officier.10. Checking the durable movables in use at their location, making their counts and having the counts done.11. Assisting in the material requirement planning of the expenditure unit.12. Preparing the management account of the movables that he is keeping the records of and submitting to the movable registration control officier in order to be presented to spending officier.13. Being responsible for the losses and deficiencies that occur in the warehouses due to intention, fault and negligence.14. Not leaving his duty before handing over the warehouse he is in charge of.15. Making embezzlement of the movables given to use, performing the embezzlement returns.16. Ensuring the order of the warehouses he is in charge of in accordance with the laws and regulations.17. Ensuring the security of all information submitted to him within his authority.		
Prepared by	Controlled by	Approved by	
Ali İhsan UĞUZ	Mustafa DOĞAN	Emrah GÜLCEMAL	



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Duties and Responsibilities

18. Complying with the ethical rules of the Department of Student Affairs and giving support to internal control activities.
19. Eliminating the difficulties and bottlenecks encountered in the application and taking preventive measures for difficulties and bottlenecks, giving recommendations to the head of the department for the matters outside of his scope of authority.
20. Performing the editorial and personnel procedures and coordinating with other units.
21. Realization of the complete execution and follow up of the activities concerning the personnel and registry correspondance.
22. Doing the official correspondence concerning the scope of department of student affairs.
23. Keeping track of incoming and outgoing documents from Electronic Document Management System.
24. Having archived of the personnel files of the Department of Student Affairs.
25. Following up of the personnel information via Personnel Information System (PBS).
26. Ensuring the fulfillment of transactions over Service Tracking Project (HİTAP).
27. Ensuring the payroll processes of permanent workers.
28. Following up the yearly leave demands of the personnel recruited in the Department of Student Affairs.
29. Following up the rank and seniority promotions.
30. 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,
31. Using assets and resources of the department of student affairs efficiently and economically.
32. Making suggestions to the Head of Department regarding the work order of the unit and taking preventive measures fort he failures.
33. Complying with the Quality Policy of the Department,
34. Providing necessary information to the spending officier for implementation of legislation.
35. Ensuring that the expenses are in compliance with laws, statutes, decrees and regulations,
36. Realizing all kinds of correspondance on financial matters.
37. Realizing follow up of the budget allowances released in quarterly periods.
38. Managing the fiduciary of the Department of Student Affairs.
39. Following up the budget and notifying department of strategy development in case of revision, transfer or reserve budget.
40. Following-up the general instructions issued by Ministry of Treasury and Finance.
41. Ensuring the control and realization of payments for domestic and international assignments of the personnel working in the Department of Student Affairs.
42. Realization of market research for materials to be purchased and making necessary correspondance and giving feedback to chairman of the purchasing commission.
43. Organizing all documents concerning the purchasing duties.

Prepared by

Controlled by

Approved by

Ali İhsan UĞUZ

Mustafa DOĞAN

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- 44.** Realization of the necessary steps, preparation of the documents for the works that require tender procedures.
- 45.** Following up the laws, regulations and legislations and keeping them updated.
- 46.** Carrying out other works and transactions given by the Head of Department.

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

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Ali İhsan UĞUZ	Mustafa DOĞAN	Emrah GÜLCEMAL