

Kilis 7 Aralık University
Tourism and Hospitality Vocational School
Task Allocations

Vocational Secretary	In accordance with the relevant legislation and the aims, principles, and directives determined by Kilis 7 Aralık University Rectorate and the Directorate of the Tourism and Hospitality Vocational School, to ensure that the administrative duties related to the Vocational School are carried out in a healthy, orderly, and harmonious manner, and that they are coordinated and supervised.
Secretariat	<p>1- To carry out tasks and procedures related to academic and administrative personnel (appointments, extension of tenure, assignments, etc.)</p> <p>2- To handle tasks and procedures related to academic council meetings, the School Board, the School Management Board, and the School Disciplinary Board decisions</p> <p>3- To manage tasks and procedures related to unit administrative activity and evaluation reports</p> <p>4- To monitor and follow up on tasks and procedures necessary to prevent disruption of administrative services</p>
	<p>1- To carry out the director's secretariat services.</p> <p>2- To carry out tasks related to E-bys, e-mail, and the registration/distribution/transmission of incoming/outgoing documents.</p> <p>3- In academic staff recruitment, to receive and register applications submitted to our unit and deliver them to the personnel responsible for appointment procedures.</p> <p>4- To prepare the letters to be written by the directorate.</p>
	<p>1-To perform all tasks and procedures related to academic and administrative staff, including appointment/termination, leave, deputation, cadre vacancy/allocation, and service/education evaluation, etc.</p> <p>2-To handle correspondence related to disciplinary investigations, rewards, and penalties.</p> <p>3-To perform other tasks and procedures as deemed appropriate by the supervisor.</p>
Finance Department	<p>1-To perform all tasks and procedures related to treasury administration, including salaries, additional lessons, travel allowances, per diems, jury participation and service fees, and the unit's electricity/telephone/water payments, etc.</p> <p>2-To perform all tasks and procedures related to procurement.</p> <p>3-To perform all tasks and procedures related to movable asset registration.</p> <p>4-To perform all tasks and procedures related to SGK and HITAP.</p> <p>5-To perform all tasks and procedures related to Internal Control.</p> <p>6-To perform all tasks and procedures related to internship programs.</p> <p>7-To perform other tasks and procedures as may be required by the supervisor.</p>
Department Secretariat	<p>1-To perform all tasks and procedures related to departments and to education and instruction.</p> <p>2-To perform all tasks and procedures related to students, including undergraduate degree attestations, preparation of transcripts and student certificates, course exemptions, disciplinary actions, and graduation programs.</p> <p>3-To perform all tasks and procedures related to Erasmus/Farabi/Mevlana programs.</p> <p>4-To prepare and submit to the department chair for signature the appointment documents for academic staff, the overseas travel documents, and the annual/health/compassionate leave documents.</p> <p>5-To perform other tasks and procedures as deemed appropriate by the supervisor.</p>
Permanent Staff	<p>1-To clean all areas assigned to him/her, including floors, classrooms, rooms, corridors, and restrooms, and to collect rubbish.</p> <p>2-To inform the supervisor and take the necessary precautions before the cleaning supplies provided to him/her are exhausted to prevent any disruption.</p> <p>3-At the end of the shift, to close all windows in the building, turn off the lights, and take other necessary security measures.</p> <p>4-To perform other duties as assigned by the supervisor.</p>