

T.C.
TOKAT GAZİOSMANPAŞA UNIVERSITY

**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
PERSONNEL AND PERMANENT WORKER**

PERSONNEL	NAME AND SURNAME	Adem OKUR
	TITLE	Sch. Of High. Edu. Sec.
	DEPARTMENT OF DUTY	Turhal Vocational School of Higher Education
	DEPARTMENT OF STAFF	Turhal Faculty of Applied Sciences
	JOB DESCRIPTION	<p>1- It fulfills the requirements of Articles 51/b, 51/c of the Higher Education Law No. 2547.</p> <p>2- Ensures that administrative units in higher schools work in accordance with the legislation and in order.</p> <p>3- It carries out all administrative affairs of the Vocational School within and outside the University, and provides the necessary information to higher authorities when requested.</p> <p>4- Makes recommendations to the Director of the School about the personnel to be assigned to the administrative organization of the School.</p> <p>5- Ensures the execution of internal and external correspondence.</p> <p>6- The School Board, the School Board of Directors and the School Disciplinary Board prepare the agenda and announce it to the relevant parties. He acts as rapporteur. Prepares decisions and minutes and ensures their implementation.</p> <p>7- Ensures that the School's buildings and facilities are kept in usable condition; Follows up necessary maintenance and repair work; Provides services such as heating, lighting, cleaning, eT.C..</p> <p>8- It carries out periodic maintenance and repair of machinery, equipment and service vehicles used in education and training activities and management duties.</p> <p>9- Ensures that the relevant people are informed about the announcements and announcements coming to the school.</p> <p>10- Certifies official documents. It ensures that documents are received from employees and archived.</p> <p>11- If there is student affairs, the regular functioning of units such as libraries; It manages the process from the procurement and use of all consumables, fixtures and materials.</p> <p>12- It helps to provide necessary social services to students and helps to prepare the School activity report.</p> <p>13- Ensures that the examination procedures of academic personnel to be recruited to the school are followed up and the results are forwarded to the Rectorate. It makes the necessary warnings for the extension of the academic staff's term of office and ensures that it is fulfilled in a timely manner.</p> <p>14- Follows up the practices regarding the personal rights of the staff of the school.</p> <p>15- Helps take security measures when necessary.</p> <p>16- Supervises the duties and work of administrative staff and ensures their training.</p>
	AREA OF RESPONSIBILITY	Turhal Vocational School of Higher Education

AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	KBS, MSO, EBYS,
ADDITIONAL DUTIES, IF ANY	
BACKUP (Other Person to Perform the Same Task)	Vice Director Lect. Adnan GELMEZ Vice Director Lect. Serkan ŞENKAL
SKILLS AND ABILITIES	
EXPLANATION	
IN-SERVICE TRAINING RECEIVED	MYS, KBS, EBYS, Law No. 2547, Law No. 657, Official Correspondence Rules Training

Name and Surname: Adem OKUR

Title: D. Sch. Of High. Edu. Sec.
signature

Approver

Name and Surname: Dr. Lecturer Member
Ebubekir YAŞAR
Director Signature

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	SEFA DEMİRDEN
	TITLE	Data Preparation and Control Operator
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	Student registrations, fees, Military service procedures, Horizontal transfer procedures, Distribution of student IDs, Registration freeze, Registration deletion, Student Disciplinary Procedures, Preparation of diplomas of graduating students
	AREA OF RESPONSIBILITY	Student affairs
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	Student information system and EBYS
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	Aziz ÖZTABAN
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Student Automation

Name and Surname: Sefa DEMİRDEN
Title: DPCO

signature

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

signature

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	Ömer KUVVET
	TITLE	Data Preparation and Control Operator
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	Document Registration, Internal and External Correspondence, Writing of School Board of Directors, School Board Decisions, Tracking of Term of Office of Academic Staff and Extension Procedures of Term of Office, KBS Salary Transactions, Deduction Information System and Preparation of SSI Employment and Termination Declaration.
	AREA OF RESPONSIBILITY	Personnel Affairs
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS, KBS Microsoft Word
	ADDITIONAL DUTIES, IF ANY	ÖSYM Turhal Exam Coordination Application Center Operations System
	BACKUP (Other Person to Perform the Same Task)	Serdar ÇELİKKOL
	SKILLS AND ABILITIES	Correspondence Techniques
	EXPLANATION	
IN-SERVICE TRAINING RECEIVED	KBS Salary System, DMK No. 657, Higher Education Law No. 2547 and Electronic Document Management System	

Name and Surname: Ömer KUVVET
Title: DPCO

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	Serdar ÇELİKKOL
	TITLE	Technician
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	Academic staff additional course fees transactions, preparation of permanent employee payrolls and preparation of cafeteria documents
	AREA OF RESPONSIBILITY	
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS, KBS, UİS, KAMUTECH, Microsoft Word
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	Ömer KUVVET
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	KBS- EBYS

Name and Surname: Serdar ÇELİKKOL
Title: Technician
Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.
Signature:

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**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
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PERSONNEL	NAME AND SURNAME	Aziz ÖZTABAN
	TITLE	Data Preparation and Control Operator
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	Purchasing, Preparing the School Budget, Tender Documents, Preparation of travel documents for the personnel, Cafeteria Payments, Electricity, Water, Telephone and Natural Gas payments.
	AREA OF RESPONSIBILITY	Financial affairs
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	MYS, EBYS, Word, Excel
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	Sefa DEMİRDEN
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Public procurement law

Name and Surname: Aziz ÖZTABAN
Title: DPCO

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	Yusuf GUL
	TITLE	Data Preparation and Control Operator
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL FACULTY OF APPLIED SCIENCES
	JOB DESCRIPTION	Student Internship procedures
	AREA OF RESPONSIBILITY	Student affairs
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS-KBS-Student Information System- Microsoft Word
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	Sefa DEMİRDEN
	SKILLS AND ABILITIES	
	EXPLANATION	
IN-SERVICE TRAININGS RECEIVED	EBYS -KBS	

Name and Surname: Yusuf GÜL
Title: DPCO

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	Murat TÜM
	TITLE	Protection and Security Officer
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	To ensure security within our school,
	AREA OF RESPONSIBILITY	Security
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Security Refresher Training

Name and Surname: Murat TÜM
Title: Protection and Security Officer

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	Ali SOYSAL
	TITLE	Protection and Security Officer
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	To ensure security within our school,
	AREA OF RESPONSIBILITY	Security
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Security Refresher Training

Name and Surname: Ali SOYSAL
Title: Protection and Security Officer

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
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PERSONNEL	NAME AND SURNAME	Erdal BALAMAN
	TITLE	Guard
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	Cleaning of the 2nd and 3rd floors of the administrative building, other works assigned by the Administration Operation of the tea house Assisting Mustafa ULUDAĞ in repair and renovation works when needed on the floors he is responsible for. Helping with environmental cleaning when there is no education
	AREA OF RESPONSIBILITY	Administrative building
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	EBYS

Name and Surname: Erdal BALAMAN
Title: Guard

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
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PERSONNEL	NAME AND SURNAME	Murat YILDIRIM
	TITLE	Protection and Security Officer
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	To ensure security within our school,
	AREA OF RESPONSIBILITY	Security
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Security Refresher Training

Name and Surname: Murat YILDIRIM
Title: Protection and Security Officer

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	Eyüp KURTUL
	TITLE	Protection and Security Officer
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	To ensure security within our school,
	AREA OF RESPONSIBILITY	Security
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Security Refresher Training

Name and Surname: Eyüp KURTUL
Title: Protection and Security Officer

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
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PERSONNEL	NAME AND SURNAME	Bilge SÜRÜCÜ
	TITLE	Protection and Security Officer
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	To ensure security within our school,
	AREA OF RESPONSIBILITY	Security
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Security Refresher Training

Name and Surname: Bilge DÜRÜCÜ
Title: Protection and Security Officer

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	İsa ÖZALP
	TITLE	Protection and Security Officer
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	To ensure security within our school,
	AREA OF RESPONSIBILITY	Security
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Security Refresher Training

Name and Surname: İsa ÖZALP
Title: Protection and Security Officer

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
PERSONNEL AND PERMANENT WORKER**

PERSONNEL	NAME AND SURNAME	Ahmet ÇEÇEN
	TITLE	Protection and Security Officer
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	To ensure security within our school,
	AREA OF RESPONSIBILITY	Security
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Security Refresher Training

Name and Surname: Ahmet ÇEÇEN
Title: Protection and Security Officer

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
PERSONNEL AND PERMANENT WORKER**

PERSONNEL	NAME AND SURNAME	İlhan ŞEKER
	TITLE	Protection and Security Officer
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	To ensure security within our school,
	AREA OF RESPONSIBILITY	Security
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
	IN-SERVICE TRAININGS RECEIVED	Security Refresher Training

Name and Surname: İlhan ŞEKER
Title: Protection and Security Officer

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
PERSONNEL AND PERMANENT WORKER**

PERSONNEL	NAME AND SURNAME	Kasım ANA
	TITLE	Servant
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	<ol style="list-style-type: none">1. Ensuring that the internal and external areas under its responsibility are tidy, clean and hygienic, and the layout and continuity of the units in the building, extensions and floors.2. To ensure ventilation of areas such as classrooms, laboratories and corridors.3. Electricity, water glass, frame eT.C.. To report any malfunctions to the School Secretary.4. It ensures that all people entering the work environment leave satisfied.5. Other works assigned by the administration
	AREA OF RESPONSIBILITY	Turhal Vocational School Building and Surroundings
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	Erdal BALAMAN
	SKILLS AND ABILITIES	
EXPLANATION		
IN-SERVICE TRAININGS RECEIVED	EBYS	

Name and Surname: Kasım ANA
Title: Servant

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	Erol DEMİR
	TITLE	Servant
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	<ol style="list-style-type: none">1. Ensuring that the internal and external areas under his/her responsibility are tidy, clean and hygienic, and the layout and continuity of the units in the building, extensions and floors.2. To ensure ventilation of areas such as classrooms, laboratories and corridors.3. Electricity, water glass, frame eT.C.. To report any malfunctions to the School Secretary.4. It ensures that all people entering the work environment leave satisfied.5. Other works assigned by the administration
	AREA OF RESPONSIBILITY	Turhal Vocational School Building and Surroundings
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	İsmail BUKE
	SKILLS AND ABILITIES	
EXPLANATION		
IN-SERVICE TRAININGS RECEIVED	EBYS	

Name and Surname: Erol DEMİR
Title: Servant

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	Ali GÜL
	TITLE	Servant
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	<ol style="list-style-type: none">1. Ensuring that the internal and external areas under his/her responsibility are tidy, clean and hygienic, and the layout and continuity of the units in the building, extensions and floors.2. Uploading meal fees to Staff and Student ID cards, keeping receipts and book records for meal voucher fees collection3. It ensures that all people entering the work environment leave satisfied.4. Other works assigned by the administration
	AREA OF RESPONSIBILITY	Turhal Vocational School Building and Surroundings
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	Serdar ÇELİKKOL
	SKILLS AND ABILITIES	
EXPLANATION		
IN-SERVICE TRAININGS RECEIVED	EBYS	

Name and Surname: Ali GÜL
Title: Servant

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED PERSONNEL AND PERMANENT WORKER		
PERSONNEL	NAME AND SURNAME	İsmail BUKE
	TITLE	Permanent Worker
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	<ol style="list-style-type: none">1. Ensuring that the internal and external areas under its responsibility are tidy, clean and hygienic, and the layout and continuity of the units in the building, extensions and floors.2. To ensure ventilation of areas such as classrooms, laboratories and corridors.3. Electricity, water glass, frame eT.C.. To report any malfunctions to the School Secretary.4. It ensures that all people entering the work environment leave satisfied.5. Other works assigned by the administration
	AREA OF RESPONSIBILITY	Turhal Vocational School Building and Surroundings
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	EBYS
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	Erol DEMİR
	SKILLS AND ABILITIES	
EXPLANATION		
IN-SERVICE TRAININGS RECEIVED	EBYS	

Name and Surname: İsmail BÜKE
Title: Permanent Worker

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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**JOB DESCRIPTION FORM FOR ADMINISTRATIVE PERSONNEL, CONTRACTED
PERSONNEL AND PERMANENT WORKER**

PERSONNEL	NAME AND SURNAME	Güner KATRAN
	TITLE	Permanent Worker
	DEPARTMENT OF DUTY	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	DEPARTMENT OF STAFF	TURHAL VOCATIONAL SCHOOL OF HIGHER EDUCATION
	JOB DESCRIPTION	Portable Registration Procedures of Our School
	AREA OF RESPONSIBILITY	
	AUTOMATION, DATA ENTRY, INFORMATION SYSTEMS AND OFFICE PROGRAMS USED/KNOWN	Microsoft Word
	ADDITIONAL DUTIES, IF ANY	
	BACKUP (Other Person to Perform the Same Task)	
	SKILLS AND ABILITIES	
	EXPLANATION	
IN-SERVICE TRAININGS RECEIVED	KBS	

Name and Surname: Güner KATRAN
Title: Permanent Worker

Signature:

Approver
Name and Surname: Adem OKUR
Title: D. Sch. Of High. Edu. Sec.

Signature:

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