

	JOB DESCRIPTION OF ACADEMIC UNITS SECRETARY	Document No:	ID-GT.011
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The Academic Units Secretary ensures that the academic and administrative procedures of the faculties are carried out in accordance with the relevant regulations and legislation.

MAIN RESPONSIBILITIES

1. To act as the rapporteur for academic unit boards (such as the Executive Board and Faculty Board), prepare meeting agendas one day in advance, write the decisions taken, attach them to the decision book, and distribute them to the relevant units.
2. To maintain open communication channels between academic unit administrators and academic staff.
3. To ensure communication among the administration, academic staff, and students.
4. To identify the stationery needs of academic units, submit purchase requests, and follow up on the process.
5. To follow up on member election procedures for academic unit boards.
6. To maintain statistical records related to academic unit boards.
7. To announce meetings.
8. To check incoming and outgoing documents of academic units and ensure that they are distributed to the relevant departments and finalized.
9. To communicate with the relevant departments regarding students' compulsory internship procedures, ensure the provision of internship files, and deliver them to students.
10. To carry out duties in accordance with information security objectives, policies, and Information Security Management System documents.
11. To have comprehensive knowledge of the university's regulations and directives.
12. To ensure that all records within the unit are properly filed and protected.
13. To digitize all correspondence within the unit and store it on digital platforms.
14. To perform other duties assigned by academic unit administrators.
15. The Academic Units Secretary is responsible to the academic unit administrators and the Secretary General for the duties performed.

Prepared by	Checked by	Approved by
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