

	RESEARCH ASSISTANT JOB DESCRIPTION	Document No:	AK-GT.016
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A Research Assistant is responsible for supporting faculty members, instructors, and academic supervisors in carrying out the educational, scientific publication, research, and other academic activities of Cyprus Aydın University, thereby contributing to the enhancement of the quality of education, scientific research, publications, and all academic activities.

MAIN RESPONSIBILITIES

1. To assist faculty members in providing student advisory services.
2. To perform duties assigned in relation to graduation ceremonies and orientation programs.
3. To participate in the preparation of course and examination schedules.
4. To serve as an invigilator in midterm and final examinations in accordance with the examination regulations.
5. To support administrators in all academic and administrative activities conducted within the Department and the Dean's Office.
6. To prepare meeting minutes for departmental boards and committees.
7. To assist in the preparation of annual studies and reports related to the Department's educational activities, Strategic Plan, Performance Indicators, Accreditation, and Quality Assurance documentation.
8. To provide support for student exchange programs.
9. To participate in the organization of scientific events such as congresses, conferences, seminars, and panels organized by the University and the Faculty.
10. To contribute to meetings and representation activities related to the Faculty.
11. To assist relevant faculty members in practical courses offered within the Department.
12. To attend courses related to their academic field as an observer within their academic unit until reaching the doctoral qualifying stage.
13. To participate in master's and doctoral programs and make academic progress.
14. To comply with the ethical principles of the Faculty and support internal control activities.
15. To conduct all activities in accordance with information security objectives, policies, and Information Security Management System documentation.
16. To perform any other duties assigned by the Head of Department, Department Chair, Dean, or Rectorate.
17. The Research Assistant shall be accountable to their hierarchical supervisors for all duties and responsibilities performed.

Prepared By	Checked By	Approved By
Strategy and Quality Development Department	Secretary General	Rector
Signature	Signature	Signature