ASBU NORTH CYPRUS CAMPUS
JOB DESCRIPTION AND RESPONSIBILITIES FORMS

01. Rector
02. Vice Rector for Academic Affairs
03. Vice Rector for Administrative Affairs
04. Program Coordinator
05. Secretary General
06. ASBU TRNC Executive Board
07. ASBU TRNC Academic Board
08. Head of the Rector's Private Office
09. Head of the Faculty Secretariat Unit
10. Head of the Administrative Affairs Unit
11. Head of the Human Resources Unit
12. Head of the Student Affairs Unit
13. Head of the Corporate Communications and Promotion Unit
14. Head of the Library and Documentation Unit
15. Head of the Information Technology Unit
16. Transportation Unit Staff Member
17. Head of the Financial Affairs (Accounting) Unit
18. Head of the Activities Center
19. Head of the Career Center
20. Head of the Psychological Counseling and Guidance Research and Application Center (PDRAM)
21. Head of the Cyprus Studies Center
22. Head of the Continuing Education Center

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	Law No. 2547 and the founding/operational arrangements of ASBU TRNC; TRNC legislation according to actual employment status
Position Title	Rector
Unit	Rectorate
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Chair of the ASBU TRNC Executive Board / competent higher governing body
Delegation / Acting Arrangements	Authorized acting officer
Brief Job Description	Manage the academic and administrative operations of the ASBU North Cyprus Campus, ensure implementation of decisions of the competent boards, and provide institutional representation and coordination in accordance with institutional objectives and applicable regulations.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to incoming Rectorate documents, referrals and approval procedures.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to the Rector's approval of all administrative assignments on campus.
3. Carry out preparatory, review, implementation and monitoring activities relating to Executive Board agendas, meetings and decisions.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to initial appointment of academic staff, Board approval and commencement of duties.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to extensions of appointment and reappointments of academic staff.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to assignment of staff from ASBU Ankara to ASBU TRNC.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to teaching assignments and approval of academic teaching needs.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to proposals to establish programs and academic units and to determine YKS/international student quotas.
9. Carry out preparatory, review, implementation and monitoring activities relating to coordination of admission and registration of students placed through YKS and international students.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to the ASBU TRNC special fund, budget and expenditure procedures and principles.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to financial auditing of the fund and transmission of audit reports to the relevant authorities.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to submission of proposals to the Executive Board on personnel and tuition fees.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to institutional correspondence with TRNC authorities, YÖDAK, YÖK and ASBU.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Approve administrative assignments within the campus.
2. Conduct institutional business while respecting powers reserved to the Executive Board and the parent university.
3. Sign official correspondence and ensure coordination within the limits of delegated authority.
4. Observe the separation of institutional powers established by the founding agreement in relation to authorizing expenditure and decisions on the special fund.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Competent Higher Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	Law No. 2547 and the founding/operational arrangements of ASBU TRNC; TRNC legislation according to actual employment status
Position Title	Vice Rector for Academic Affairs
Unit	Vice Rectorate – Academic Affairs
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Rector
Delegation / Acting Arrangements	Acting officer appointed by the Rector
Brief Job Description	Coordinate departments, academic processes and relevant student matters, and submit proposals to competent authorities within the framework of the institutional objectives and applicable regulations of the ASBU North Cyprus Campus.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out preparatory, review, implementation and monitoring activities relating to coordination of semester activities and requests from academic units.
2. Carry out preparatory, review, implementation and monitoring activities relating to course planning and monitoring of semester teaching allocations.
3. Carry out preparatory, review, implementation and monitoring activities relating to coordination of academic staff teaching assignment requests.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to assessment of needs for initial academic staff appointments.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to extensions of academic appointments and promotion proposals.
6. Carry out preparatory, review, implementation and monitoring activities relating to coordination of proposals to open programs, revise curricula and introduce academic changes.
7. Carry out preparatory, review, implementation and monitoring activities relating to coordination of YKS and international student quota proposals.
8. Carry out preparatory, review, implementation and monitoring activities relating to monitoring of the academic calendar, examinations and academic procedures.
9. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to academic quality assurance and program evaluation.
10. Carry out preparatory, review, implementation and monitoring activities relating to preparation of academic board, committee and meeting agendas.
11. Carry out preparatory, review, implementation and monitoring activities relating to coordination of the review of students' academic requests.
12. Carry out preparatory, review, implementation and monitoring activities relating to coordination of external academic relations, research and cooperation proposals.
13. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
14. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
15. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	Law No. 2547 and the founding/operational arrangements of ASBU TRNC; TRNC legislation according to actual employment status
Position Title	Vice Rector for Administrative Affairs
Unit	Vice Rectorate – Administrative Affairs
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Rector
Delegation / Acting Arrangements	Acting officer appointed by the Rector
Brief Job Description	Coordinate the operations and service quality of administrative units and monitor the implementation of Rectorate decisions in accordance with campus objectives and applicable regulations.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out preparatory, review, implementation and monitoring activities relating to coordination of administrative units' work and requests.
2. Carry out preparatory, review, implementation and monitoring activities relating to preparation of campus administrative assignment and acting appointment proposals.
3. Carry out preparatory, review, implementation and monitoring activities relating to coordination of personnel records, leave and staffing needs for administrative staff.
4. Carry out preparatory, review, implementation and monitoring activities relating to coordination of administrative procurement and goods/services requirements.
5. Carry out preparatory, review, implementation and monitoring activities relating to coordination of the budget, financial reporting and special-fund operations.
6. Carry out preparatory, review, implementation and monitoring activities relating to coordination of campus maintenance, buildings and technical infrastructure requests.
7. Carry out preparatory, review, implementation and monitoring activities relating to coordination of IT and digital services.
8. Carry out preparatory, review, implementation and monitoring activities relating to coordination of corporate communications, press and promotion.
9. Carry out preparatory, review, implementation and monitoring activities relating to coordination and monitoring of administrative documentation, correspondence and implementation of decisions.
10. Carry out preparatory, review, implementation and monitoring activities relating to coordination of security, occupational health and emergency response.
11. Carry out preparatory, review, implementation and monitoring activities relating to coordination of administrative quality, internal control and service performance.
12. Carry out preparatory, review, implementation and monitoring activities relating to coordination of administrative liaison with public authorities and audit preparations.
13. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
14. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
15. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Program Coordinator
Unit	Program Coordination Office
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Vice Rectorate for Academic Affairs / Rectorate
Delegation / Acting Arrangements	Academic staff member assigned by the Rectorate
Brief Job Description	Coordinate the program's teaching, student and academic affairs and, as a member of the ASBU TRNC Academic Board, participate in deliberations and decisions only on matters within the Board's authority.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Attend ASBU TRNC Academic Board meetings as a member, review agendas and participate in collective decisions within the Board's remit.
2. Identify the program's semester course plans, course-opening requests and teaching staff needs, and submit proposals to the relevant academic authorities.
3. Prepare proposed teaching-assignment files and monitor implementation of approved assignments.
4. Prepare curriculum and program amendment proposals and refer matters requiring Senate authority to the competent office.
5. Coordinate academic information and documentation for YKS and international student registration procedures.
6. Examine applications for horizontal transfer, visiting student status, exemptions and year placement, and submit reasoned opinions to the Academic Board.
7. Coordinate academic advising, course registration and add/drop procedures at program level.
8. Review examination, make-up examination and student appeal files and submit them to the competent Academic Board.
9. Check graduation requirements and graduation applications and submit them to the competent Board for approval.
10. Assess requests to suspend or cancel registration and for student leave, and refer them to the Academic Board.
11. Prepare preliminary academic assessments and opinions on double-major and minor applications.
12. Carry out educational quality and program evaluation activities and develop corrective recommendations.
13. Prepare reports on academic activities and program performance and submit them to the authorized management.
14. Monitor communication and implementation of Academic Board decisions by relevant academic and administrative units.
15. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
16. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
17. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. As a member of the ASBU TRNC Academic Board, participate only in deliberations and collective decisions within the Board's authority.
2. Review program applications and prepare opinions and proposals; do not make decisions unilaterally in place of the Academic Board.
3. Monitor implementation of Academic Board decisions at program level.
4. Do not exercise membership or decision-making powers of the ASBU Senate or ASBU TRNC Executive Board.
5. Do not independently exercise authority over academic appointments, administrative assignments, financial expenditures or final approvals.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Secretary General
Unit	Office of the Secretary General
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Rector / Vice Rector for Administrative Affairs
Delegation / Acting Arrangements	Staff member appointed by the competent authority
Brief Job Description	Manage administrative correspondence, the secretariat of the Executive Board and coordination among administrative units within the framework of campus objectives and applicable regulations.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to registration, referral and distribution of incoming official documents.
2. Carry out preparatory, review, implementation and monitoring activities relating to outgoing official correspondence and cover letters.
3. Carry out preparatory, review, implementation and monitoring activities relating to preparation of ASBU TRNC Executive Board meeting agendas.
4. Carry out preparatory, review, implementation and monitoring activities relating to ASBU TRNC Executive Board decisions and rapporteur duties.
5. Carry out preparatory, review, implementation and monitoring activities relating to coordination of academic proposals submitted to the ASBU Ankara Senate.
6. Carry out preparatory, review, implementation and monitoring activities relating to administrative coordination of Rectorate approvals and directives.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to administrative units' work plans and coordination meetings.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to communication of staffing needs and administrative assignment requests.
9. Carry out preparatory, review, implementation and monitoring activities relating to routing and tracking files on initial academic appointments.
10. Carry out preparatory, review, implementation and monitoring activities relating to administrative coordination of purchasing, tenders and contracts.
11. Carry out preparatory, review, implementation and monitoring activities relating to administrative monitoring of financial transactions and special-fund decisions.
12. Carry out preparatory, review, implementation and monitoring activities relating to coordination of maintenance, repairs, cleaning, security and transportation services.
13. Carry out preparatory, review, implementation and monitoring activities relating to coordination of internal official announcements and information requests.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	Collegial governing body; the status of each member is assessed separately
Position Title	ASBU TRNC Executive Board
Unit	ASBU TRNC Executive Board
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Founding agreement and relevant higher governing-body regulations
Delegation / Acting Arrangements	Individual delegation of Board membership does not apply
Brief Job Description	Make collective decisions and submit opinions and recommendations within the duties and powers defined by the founding agreement.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out preparatory, review, implementation and monitoring activities relating to Executive Board agendas, meetings and decision-making procedures.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to favorable opinions on academic appointments as stipulated in the founding agreement.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to proposals concerning personnel and tuition fees.
4. Carry out preparatory, review, implementation and monitoring activities relating to Board-level management of the special fund and expenditure rules.
5. Carry out preparatory, review, implementation and monitoring activities relating to monitoring of financial audit reports and related decisions.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to drafting and notification of Executive Board decisions.
7. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
8. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
9. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Take collective decisions only within the powers vested in the Board by the founding agreement.
2. Undertake the favorable-opinion and recommendation stages prescribed by the relevant directive for academic appointments.
3. Make collective Board decisions concerning management of the special fund.
4. Do not interfere with powers reserved to the central governing bodies of ASBU.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Chair of the Executive Board
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	Collegial governing body; the status of each member is assessed separately
Position Title	ASBU TRNC Academic Board
Unit	ASBU TRNC Academic Board
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Rectorate / authority delegated by the ASBU Senate
Delegation / Acting Arrangements	Individual delegation of Board membership does not apply
Brief Job Description	Decide on student and teaching-related files and monitor implementation within duly delegated authority.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to student admissions and registration decisions within delegated authority.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to course exemptions and year placement.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to student petitions and academic appeals.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to applications for make-up and additional graduation examinations.
5. Carry out preparatory, review, implementation and monitoring activities relating to graduation approvals and deregistration procedures.
6. Carry out preparatory, review, implementation and monitoring activities relating to compliance with the prescribed procedure in student disciplinary matters.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to referral of program and curriculum proposals to the authorized boards.
8. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
9. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
10. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Decide only on student matters expressly delegated by the Senate under valid authorization.
2. Do not exercise the Senate’s authority over academic regulations or establishment of programs.
3. Communicate decisions to Student Affairs and relevant academic units in accordance with procedure.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Rector's Private Office
Unit	Rector's Private Office
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Rector
Delegation / Acting Arrangements	Staff member appointed by the Rector
Brief Job Description	Provide appointment, meeting, correspondence and decision-follow-up services for the Rector's office.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to the Rector's daily schedule and appointment calendar.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to visitor reception and meetings with the Rector.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to office telephone calls, communications and message forwarding.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to submission of incoming official correspondence to the Rector.
5. Carry out preparatory, review, implementation and monitoring activities relating to coordination of outgoing correspondence and signature files.
6. Carry out preparatory, review, implementation and monitoring activities relating to organization of Rectorate meetings.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to submission of Executive Board agendas and files to the Rector.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to communication of Executive Board decisions between the Rectorate and units.
9. Carry out preparatory, review, implementation and monitoring activities relating to tracking requests submitted to the Rector by academic and administrative units.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to the Rector's official visits, representation and protocol schedule.
11. Carry out preparatory, review, implementation and monitoring activities relating to coordination of inter-office correspondence and meetings with ASBU Ankara.
12. Carry out preparatory, review, implementation and monitoring activities relating to coordination of meetings with TRNC authorities and external stakeholders.
13. Carry out preparatory, review, implementation and monitoring activities relating to administrative coordination of the Rector's travel and duty assignment schedules.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Faculty Secretariat Unit
Unit	Faculty Secretariat Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General / Vice Rector for Academic Affairs
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate faculty/department correspondence, documents, academic scheduling and secretariat services.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out preparatory, review, implementation and monitoring activities relating to faculty/department correspondence and document tracking.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to collection and announcement of course and examination schedules.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to transmission of Academic Board decisions to departments.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to referral of student petitions to the relevant unit.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to teaching-assignment proposals and flow of academic staff information.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to monitoring of the academic calendar and semester procedures.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to correspondence relating to personnel leave and assignments.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to secretariat services for boards, committees and meetings.
9. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to unit records, archives and activity reports.
10. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
11. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
12. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Administrative Affairs Unit
Unit	Administrative Affairs Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General
Delegation / Acting Arrangements	Human Resources or assigned staff member
Brief Job Description	Coordinate procurement preparations, transportation, security, cleaning, maintenance and movable-property procedures.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out preparatory, review, implementation and monitoring activities relating to follow-up of personnel registration, work permits and employment procedures with government offices.
2. Carry out preparatory, review, implementation and monitoring activities relating to identification of goods and services needs and procurement planning.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to procurement and tender procedures.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to monitoring of goods and services contracts and delivery/acceptance procedures.
5. Carry out preparatory, review, implementation and monitoring activities relating to coordination of transportation and staff/student shuttle services.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to reconciliation of monthly bus journeys and contractor timesheets.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to coordination and inspection of cleaning services.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to security services and incident reporting.
9. Carry out preparatory, review, implementation and monitoring activities relating to leasing/tender and rent monitoring for cafés, canteens and stationery areas.
10. Carry out preparatory, review, implementation and monitoring activities relating to coordination of fixed-asset records and custody assignments.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to receipt and distribution of material requests to units.
12. Carry out preparatory, review, implementation and monitoring activities relating to cash-advance custodian duties and settlement of advances.
13. Carry out preparatory, review, implementation and monitoring activities relating to monitoring of tax, insurance, Provident Fund and municipal procedures.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Human Resources Unit
Unit	Human Resources Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Carry out preparations, records and correspondence concerning personnel assignments, personnel files, leave and contractual procedures.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
9. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to initial appointment to faculty positions.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Student Affairs Unit
Unit	Student Affairs Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General / Vice Rectorate for Academic Affairs (academic coordination)
Delegation / Acting Arrangements	Assigned Student Affairs staff member
Brief Job Description	Administer YKS and international student registrations, educational procedures, student records and graduation matters.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out preparatory, review, implementation and monitoring activities relating to registration of students placed through YKS.
2. Carry out preparatory, review, implementation and monitoring activities relating to admission and final registration of international students.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to course registration and registration renewal.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to implementation of horizontal-transfer and placement decisions.
5. Carry out preparatory, review, implementation and monitoring activities relating to exemptions, double majors and minors.
6. Carry out preparatory, review, implementation and monitoring activities relating to student certificates and transcripts.
7. Carry out preparatory, review, implementation and monitoring activities relating to suspension of enrollment, leave and deregistration.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to implementation of decisions concerning examination results.
9. Carry out preparatory, review, implementation and monitoring activities relating to graduation, diplomas and clearance procedures.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to the student information system and student personnel-record archive.
11. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
12. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
13. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Corporate Communications and Promotion Unit
Unit	Corporate Communications and Promotion Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate social media, promotion, graphic design and event communications.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
9. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Ankara Social Sciences University.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Library and Documentation Unit
Unit	Library and Documentation Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate library collections, resource procurement, cataloging, access services and related documentation.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to receipt of publication and information-resource requests and collection development.
2. Carry out preparatory, review, implementation and monitoring activities relating to purchasing and acquisition of print and electronic publications.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to acceptance of donated and otherwise acquired publications.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to cataloging based on MARC21 and AACR2.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to Library of Congress classification and call-number assignment.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to management of subject and authority headings.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to RFID, barcoding, labeling and technical processing.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to completion of new or missing volumes and periodical holdings.
9. Carry out preparatory, review, implementation and monitoring activities relating to database subscriptions, licenses and renewals.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to electronic resource access and user support.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to library memberships and user-account creation.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to loans, returns and renewals.
13. Carry out preparatory, review, implementation and monitoring activities relating to monitoring overdue returns and coordinating collection of penalties.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Information Technology Unit
Unit	Information Technology Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate institutional IT support, information systems, network operations and information security.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to creation and closure of user accounts.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to institutional email and application access.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to hardware and software technical support requests.
4. Carry out preparatory, review, implementation and monitoring activities relating to monitoring the campus network and wireless connectivity.
5. Carry out preparatory, review, implementation and monitoring activities relating to coordination of system maintenance, backups and recovery.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to technical support for publishing on the institutional website.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to integration of student and staff information systems.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to reporting of information-security incidents.
9. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to monitoring authorization and access logs.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to inventory, licensing and technical activity reports.
11. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
12. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
13. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Transportation Unit Staff Member
Unit	Transportation Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Head of the Administrative Affairs Unit
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Carry out campus transportation and vehicle-support services and related logistical duties.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to transport requests related to transportation and accommodation.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to vehicle fuel inspections and supply requests.
3. Carry out preparatory, review, implementation and monitoring activities relating to monitoring periodic vehicle maintenance and repairs.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to vehicle cleaning and preparation for daily use.
5. Carry out preparatory, review, implementation and monitoring activities relating to monitoring vehicle insurance, inspections, road tax and service validity.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to chauffeur services for the Rector and driving for official duties.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to transport of cargo and courier consignments.
8. Carry out preparatory, review, implementation and monitoring activities relating to tracking mail and documents at public and private institutions.
9. Carry out preparatory, review, implementation and monitoring activities relating to logistical support for purchasing, receipt and service procedures.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to on-site support for the Rectorate's goods and services purchases.
11. Carry out preparatory, review, implementation and monitoring activities relating to duty schedules and daily vehicle-use and mileage records.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to incident, accident and emergency reporting in transportation services.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to security of vehicles, materials and personal data.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Financial Affairs (Accounting) Unit
Unit	Financial Affairs (Accounting) Unit
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate accounting, payment, payroll, financial records and financial reporting.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to receipt of accounting documents and preliminary bookkeeping entries.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to official accounting records and account reconciliation.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to payment requests, accruals and financial compliance checks.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to bank payment instructions and account reconciliation.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to academic and administrative staff payrolls.
6. Carry out preparatory, review, implementation and monitoring activities relating to social insurance and Provident Fund contributions.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to calculation and payment of additional teaching remuneration.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to student collections and monitoring of tuition revenue.
9. Carry out preparatory, review, implementation and monitoring activities relating to tracking project, donation and other operating income.
10. Carry out preparatory, review, implementation and monitoring activities relating to fixed-asset and materials accounting records.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to VAT, withholding tax and other tax returns.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to month-end and year-end closing and financial reporting.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to payment and accounting archives and document approval.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Activities Center
Unit	Activities Center
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Secretary General
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate student clubs, events, activity facilities and related student participation services.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out preparatory, review, implementation and monitoring activities relating to coordination of student club establishment and application files.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to updating club management, advisers and membership information.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to review of student club event applications.
4. Carry out preparatory, review, implementation and monitoring activities relating to planning social, cultural, artistic and scientific events.
5. Carry out preparatory, review, implementation and monitoring activities relating to coordination of event halls and activity-space use.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to requests for equipment, consumables and materials to support club events.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to submission of event budget and financial-support requests.
8. Carry out preparatory, review, implementation and monitoring activities relating to event transportation and off-site organization.
9. Carry out preparatory, review, implementation and monitoring activities relating to coordination of event announcements and institutional promotion.
10. Carry out preparatory, review, implementation and monitoring activities relating to event-day operations, participation and safety coordination.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to club activity reports and post-event evaluation.
12. Carry out preparatory, review, implementation and monitoring activities relating to work plans and timesheet monitoring for part-time student assistants.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to student clubs' joint events and external stakeholder cooperation requests.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Career Center
Unit	Career Center
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Vice Rector for Academic Affairs / Rectorate
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate career counseling, internships, employment opportunities, employer relations and career-development activities.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out preparatory, review, implementation and monitoring activities relating to student career counseling and appointment management.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to support with CVs, cover letters and job-interview preparation.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to compilation and announcement of internship opportunities.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to referral to job advertisements and career opportunities.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to career seminars and professional development activities.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to career days, sector meetings and employer visits.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to alumni communications and career feedback.
8. Carry out preparatory, review, implementation and monitoring activities relating to coordination of cooperation with employers and public institutions.
9. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to entrepreneurship, mentoring and career-awareness programs.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to career-development needs assessments and student surveys.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to announcements, website content and corporate communications.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to activity reporting and information security.
13. Carry out preparatory, review, implementation and monitoring activities relating to student career counseling and appointment management.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Psychological Counseling and Guidance Research and Application Center (PDRAM)
Unit	PDRAM Center
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Rectorate
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate psychological counseling, guidance, referral and preventive support activities.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to psychological counseling applications and initial assessment.
2. Carry out preparatory, review, implementation and monitoring activities relating to appointment and session schedule management.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to informed consent and confidentiality notices.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to individual psychological counseling.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to group psychological counseling and psychoeducation.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to training on examination anxiety, stress and time management.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to referral of clients to external healthcare services.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to psychological testing and assessment instruments.
9. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to client records and personal data security.
10. Carry out preparatory, review, implementation and monitoring activities relating to coordination of preventive support with academic units.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to research and psychological counseling events.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to PDRAM activity reports and quality improvement.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to psychological counseling applications and initial assessment.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Cyprus Studies Center
Unit	Cyprus Studies Center
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Rectorate
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate Cyprus-related research, scholarly publications, academic events and research collaborations.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to annual Cyprus studies work plan.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to development of scientific research project proposals.
3. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to acquisition of resources from archives, libraries and information centers.
4. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to digitization of archival documents and access arrangements.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to scientific symposia, panels and workshops.
6. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to domestic and international research cooperation.
7. Carry out preparatory, review, implementation and monitoring activities relating to coordination of scientific journal publication.
8. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to preparation of scholarly books and research reports.
9. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to support for researchers' and students' access to resources.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to fieldwork and research permits.
11. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to institutional announcements of research outputs.
12. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to research center activity reports.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to annual Cyprus studies work plan.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

Status	ASBU TRNC and applicable personnel legislation governing the position
Position Title	Head of the Continuing Education Center
Unit	Continuing Education Center
Subunit	Relevant subunits / areas of activity
Immediate Supervisor / Reporting Authority	Rectorate
Delegation / Acting Arrangements	Staff member assigned by the competent authority
Brief Job Description	Coordinate continuing education courses, training delivery, registration, certification and related activities.
Purpose of the Position	Ensure that services are delivered in a timely, coordinated, legally compliant, reliable and accountable manner.

DUTIES AND RESPONSIBILITIES

1. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to evaluation of training needs and course proposals.
2. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to tailored training for public- and private-sector organizations.
3. Carry out preparatory, review, implementation and monitoring activities relating to coordination of instructor selection and teaching assignments.
4. Carry out preparatory, review, implementation and monitoring activities relating to course registration and preliminary applications.
5. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to training fees, collections and registration reconciliation.
6. Carry out preparatory, review, implementation and monitoring activities relating to training-program timetables and venue planning.
7. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to delivery of in-person and online training.
8. Carry out preparatory, review, implementation and monitoring activities relating to assessment and examination organization.
9. Carry out preparatory, review, implementation and monitoring activities relating to certificates and attendance documentation.
10. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to international examinations and preparatory programs.
11. Carry out preparatory, review, implementation and monitoring activities relating to coordination of in-service training.
12. Carry out preparatory, review, implementation and monitoring activities relating to course cancellations, postponements, refunds and complaints.
13. Carry out the necessary preparation, coordination, recordkeeping and reporting in relation to promotion of training programs and application announcements.
14. Obtain necessary information and documents from the relevant units, ensure missing files are completed and monitor the outcomes of assigned work.
15. Treat personal data and confidential information within the remit of the position as protected information and prevent unauthorized disclosure.
16. Perform other duties assigned by the Rectorate and the authorized supervisor within the framework of applicable legislation.

AUTHORITIES

1. Prepare, check, initial and submit official transactions and documents within the remit of the position to the authorized authority.
2. Request information and reports from the relevant units as necessary to carry out the duties of the position.
3. Allocate work to assigned personnel only within the organizational and supervisory authority expressly granted.
4. Do not exercise final decision-making, appointment, expenditure or signature powers unless provided for by legislation or a written delegation of authority.

JOB DESCRIPTION AND RESPONSIBILITIES FORM

Document No.: — Publication Date: — Revision Date: — Revision No.: —

JOB REQUIREMENTS – KNOWLEDGE

1. Provisions of Higher Education Law No. 2547 relevant to the position.
2. ASBU TRNC founding agreement and regulations of the competent higher authorities.
3. ASBU TRNC regulations and student, personnel and expenditure procedures relevant to the position.
4. Official correspondence, information-security and recordkeeping systems used within the remit of the position.

JOB REQUIREMENTS – SKILLS AND COMPETENCIES

1. Analytical thinking and problem-solving
2. Written and oral communication and institutional representation
3. Knowledge of applicable legislation
4. Process and time management
5. Reporting and recordkeeping discipline
6. Institutional cooperation and coordination
7. Confidentiality and information security
8. Ethical conduct and impartiality
9. Risk awareness and internal control
10. Use of digital systems
11. Commitment to change and improvement

I have read the job description set out in this document. I agree to perform my duties within the scope specified herein.

Name and Surname	.....
Signature	.....
Date	..... / ..... / .....
APPROVED BY	Rector / Authorized Authority
Signature	.....