

Vice Rector's Office for Student Affairs Organisational Chart

Responsibilities:

- Manage, follow up and check upon incoming and outgoing edocumentation, telephone calls, mails and cargo.
- Carrying out correspondence by putting assigned scripts into writing in line with specified formats and following up incoming and outgoing correspondence
- Following up the line manager's appointments, welcoming guests.
- Ensuring the smooth running of the office
- Supporting the preparation of reports
- During the fulfillment of the responsibilities brought by administrative assistantship, ensuring the secure use of products, appliances and all other relevant inventory items recorded under the name of the administrative assistant
- Talking to students face to face and ensuring the coordination regarding their academic problems. (Fisun Fenercioğlu)
- Preparation of the proposals for the UEB and ensuring that the decisions are adhered to. (Fisun Fenercioğlu)
- Preparation of proposals for Board of Trustees and carrying out the procedures for the application of decisions taken. (Fisun Fenercioğlu)

