

DEPARTMENT OF HEALTH, CULTURE AND SPORTS

Institutional Position Descriptions & Duties Summary Table

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
1	Head of Nutrition Services Unit (Murat ERBAŞ)	To carry out all Nutrition Services activities of the Department of Health, Culture and Sports in compliance with the applicable legislation. To perform and coordinate all duties within the scope of responsibility in an effective, systematic, and orderly manner.	• Participate in activities related to nutrition services. • Ensure the preparation of tender specifications for catering services provided to students and staff. • Ensure that catering services are delivered in accordance with the tender specifications. • Attend departmental meetings regularly and present the unit's activities, challenges, opinions, and recommendations while contributing to institutional information sharing. • Supervise the operation of university dining halls and ensure their efficient and orderly functioning. • Monitor and finalize all official correspondence related to the area of responsibility through the Electronic Document Management System (EDMS). • Perform any other duties assigned by the Head of the Department.	• Higher Education Law No. 2547 • Public Financial Management and Control Law No. 5018 • Public Procurement Law No. 4734
2	Head of Financial Affairs Unit (Sevcan ÜÇ ASLAN)	To carry out accrual and payment procedures related to the procurement of goods and services in accordance with financial legislation. To perform all assigned duties effectively and in an orderly manner.	• Ensure the execution of all procurement processes for goods and services within the Department. • Prepare the departmental budget in accordance with the Budget Preparation Guide issued by the Ministry of Treasury and Finance. • Process payments related to master instructors, coaches, trainers, travel allowances, daily allowances, and personnel and student assignments. • Carry out administrative and financial procedures related to programs organized at the Erdoğan Akdağ Congress and Culture Center. • Serve as the Unit Data Officer. • Serve as a member of the Unit Quality Commission. • Process payments related to compulsory internships of university students. • Monitor catering service progress payments and Dining Services Executive Committee activities. • Follow up and finalize official correspondence through the EDMS.	• Higher Education Law No. 2547 • Public Financial Management and Control Law No. 5018 • Public Procurement Law No. 4734

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
3	Head of Culture and Sports Affairs Unit (Hamza ÇELİK)	To ensure that all activities of the unit are carried out efficiently and effectively in accordance with the objectives and principles established by the senior management of Yozgat Bozok University; to organize and coordinate sports, cultural, and social services for students and staff; and to perform assigned duties in a systematic and orderly manner.	• Ensure the effective operation of student clubs in accordance with the University Directive on Student Clubs. • Carry out administrative procedures related to leased university facilities such as canteens and cafeterias in accordance with contractual provisions. • Coordinate all procedures related to the İŞKUR Youth Program. • Serve as the Movable Property Control Officer. • Serve as the Unit Quality Coordinator. • Prepare and process official correspondence related to the area of responsibility. • Carry out administrative procedures related to events organized at the Erdoğan Akdağ Congress and Culture Center. • Monitor and finalize official correspondence through the EDMS. • Perform any other duties assigned by the Head of the Department.	• Higher Education Law No. 2547 • Yozgat Bozok University Student Clubs Directive
4	Chief (Responsible for Sports and Canteen Services)	To perform all duties and responsibilities assigned within the scope of the position in accordance with applicable legislation and the principles governing public administration.	• Coordinate sports organizations and related administrative procedures. • Carry out procedures related to participation in Turkish University Sports Federation competitions, including athlete licensing and official correspondence. • Perform administrative duties related to programs organized at the Erdoğan Akdağ Congress and Culture Center. • Monitor contractual obligations regarding leased canteens, cafeterias, and similar facilities, including rent increases and utility meter records. • Serve as a member of the Unit Quality Commission. • Monitor and finalize official correspondence through the EDMS. • Perform any additional duties assigned by the Head of the Department.	• Civil Servants Law No. 657 • Higher Education Law No. 2547 • Public Financial Management and Control Law No. 5018 • Youth and Sports Services Law No. 3289 • Directives and internal regulations issued by the University Senate and relevant units • Turkish Court of Accounts Law No. 6085

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
5	Civil Servant / Support Personnel (Azra CANER)	To perform all duties assigned within the scope of the position in accordance with the relevant legislation governing public service and to report directly to the Unit Manager and the Head of the Department.	• Fulfil the duties and responsibilities prescribed by the Civil Servants Law No. 657 and other relevant legislation. • Carry out procurement procedures for goods and services in accordance with applicable laws and regulations. • Perform administrative procedures related to part-time student employment, including wage and social security (SSI) transactions. • Ensure accurate system data entry and output processing. • Complete computer-based tasks within specified deadlines. • Prepare official correspondence electronically as instructed by supervisors. • Work collaboratively with other personnel within the unit. • Ensure the proper operation and protection of assigned computer equipment and other office devices. • Comply with all legislation related to the assigned duties. • Perform any additional duties assigned by supervisors. • Demonstrate sound decision-making and problem-solving skills to ensure efficient service delivery. • Be familiar with the University's Quality Policy.	• Civil Servants Law No. 657 • Regulation on Promotion and Change of Title for Personnel of Higher Education Institutions and Higher Education Upper Organizations

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
6	Computer Operator (Beytullah KILIÇASLAN)	To perform all duties and responsibilities required by the position in accordance with the relevant legislation governing public administration; to contribute to the effective implementation of cultural, social, and administrative activities of the Department; and to report directly to the Unit Manager and the Head of the Department.	• Fulfil the duties and responsibilities prescribed by the Civil Servants Law No. 657 and other applicable legislation. • Coordinate activities related to Student Clubs, socio-cultural events, personnel leave procedures, and the operations of the Culture Unit. • Ensure that applications submitted by student clubs, university units, public institutions, and external stakeholders are presented to the Culture and Arts Commission. • Prepare the minutes of the Culture and Arts Commission, implement the Commission's decisions, and ensure coordination among the relevant units and stakeholders. • Cooperate with all university units in organizing cultural and artistic activities and maintain effective communication with relevant stakeholders. • Serve as a member of the Unit Quality Commission. • Prepare the Unit Annual Activity Report. • Update and maintain the Department's official website. • Monitor and finalize official correspondence through the Electronic Document Management System (EDMS). • Maintain statistical records of social and cultural activities organized at the Congress and Culture Center. • Contribute to the continuous improvement of the Quality Management System within the assigned area of responsibility. • Perform any other duties assigned by the Head of the Department. • Be familiar with and comply with the University's Quality Policy.	• Civil Servants Law No. 657 • Higher Education Law No. 2547 • Public Financial Management and Control Law No. 5018 • Turkish Court of Accounts Law No. 6085 • Yozgat Bozok University Student Clubs Directive

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
7	Permanent Worker (Technical Stage and Audio-Visual Services) (Behlül TÜRK)	To provide technical support services for programs organized at the Congress and Culture Center; to ensure the installation, operation, and management of audio, lighting, visual, and stage systems; and to perform all assigned duties efficiently and safely.	• Install, operate, and manage audio, lighting, projection, and stage systems during events organized at the Congress and Culture Center. • Carry out all necessary technical preparations before events and ensure that equipment is fully operational. • Provide technical support throughout events and maintain uninterrupted operation of sound and visual systems. • Troubleshoot and resolve technical faults related to stage, lighting, and sound systems. • Perform routine maintenance, cleaning, and minor repairs of technical equipment and report major malfunctions to the relevant units. • Provide technical support for meetings, seminars, concerts, and similar events organized by other university units when required. • Maintain inventory records and ensure the safe use and protection of all technical equipment. • Collect, store, and secure technical equipment after events. • Follow developments in technical systems and recommend improvements to supervisors. • Perform any additional duties assigned by supervisors within the scope of the position. • Be familiar with and comply with the University's Quality Policy.	• Civil Servants Law No. 657 • Labour Law No. 4857 • Occupational Health and Safety Law No. 6331

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
8	Dietitian (Enes KOÇAK)	To promote healthy, balanced, and hygienic nutrition for students and staff within university dining halls and cafeterias; to implement, monitor, and continuously improve food safety and quality management systems; and to provide menu planning and nutritional guidance for the university community.	• Ensure food safety throughout all stages, from raw material procurement to storage, processing, and consumption. • Supervise hygiene standards within dining halls and kitchen facilities and ensure that food service personnel comply with hygiene regulations. • Ensure that trays, cutlery, plates, glasses, cooking utensils, and other service equipment are prepared and sanitized before and after service. • Inspect food products upon delivery and monitor storage, preparation, cooking, and serving processes while maintaining appropriate records. • Monitor routine pest control and hygiene practices in storage areas, kitchens, and dining halls. • Prepare monthly menus that meet balanced nutritional requirements. • Inspect university dining halls and cafeterias to ensure compliance with hygiene and nutrition standards. • Supervise kitchen operations and provide professional guidance to catering staff. • Monitor and finalize official correspondence through the EDMS. • Contribute to the continuous improvement of the Quality Management System. • Provide nutrition counselling and educational activities for students and staff. • Develop individualized meal plans for persons with special dietary requirements. • Ensure that nutritional standards are maintained throughout food procurement and production processes. • Perform any additional duties assigned by the Head of the Department. • Comply with Occupational Health and Safety regulations while performing assigned duties.	• Civil Servants Law No. 657 • Labour Law No. 4857 • Occupational Health and Safety Law No. 6331 • Veterinary Services, Plant Health, Food and Feed Law No. 5996 • Food Hygiene Regulation • Turkish Food Codex Regulations • Higher Education Law No. 2547 • University Internal Directives and Working Procedures

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
9	Food Engineer (Gonca YILMAZ ASLAN)	To ensure healthy and balanced nutrition services within university dining halls and cafeterias by implementing food safety, hygiene, and quality management standards; to supervise and improve kitchen and catering operations; and to maintain quality assurance throughout food procurement, storage, preparation, cooking, and serving processes.	• Ensure food safety throughout all stages of procurement, storage, processing, and consumption. • Supervise hygiene standards in kitchens and dining facilities. • Ensure that all service equipment is cleaned, sanitized, and maintained in hygienic condition. • Monitor food handling processes from delivery to serving and maintain relevant records. • Supervise routine pest control and sanitation practices. • Prepare monthly menus and evaluate their nutritional value. • Inspect university dining halls and cafeterias for compliance with hygiene and quality standards. • Supervise kitchen operations and provide technical guidance to catering personnel. • Monitor and finalize official correspondence through the EDMS. • Contribute to the continuous improvement of the Quality Management System. • Perform any additional duties assigned by the Head of the Department. • Comply with Occupational Health and Safety regulations.	• Civil Servants Law No. 657 • Labour Law No. 4857 • Occupational Health and Safety Law No. 6331 • Veterinary Services, Plant Health, Food and Feed Law No. 5996 • Food Hygiene Regulation • Turkish Food Codex Regulations • Higher Education Law No. 2547 • University Internal Directives and Working Procedures

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
10	Permanent Worker (Secretary to the Head of Department) (Özlem LAFÇI)	To ensure the orderly management of the daily administrative and correspondence activities of the Head of the Department; to coordinate incoming and outgoing documents, telephone calls, e-mails, and appointments; to provide comprehensive secretarial services; to support meetings and organizational activities; and to ensure the proper management of office equipment, materials, and documentation within the assigned area of responsibility.	• Register, distribute, and file incoming and outgoing official documents of the Head of the Department. • Coordinate correspondence and communication through telephone, e-mail, and other communication channels. • Schedule appointments and organize meetings and consultation processes. • Provide administrative support for meetings, ceremonies, and official events attended by the Head of the Department. • Ensure that office equipment and supplies required by the Head of the Department are available, organized, and in proper working condition. • Welcome visitors and direct them to the appropriate offices. • Carry out secretarial duties such as photocopying, stapling, filing, and document preparation when required. • Perform any other secretarial and administrative support duties assigned by supervisors. • Comply with Occupational Health and Safety regulations while performing assigned duties. • Contribute to the continuous improvement of the Quality Management System. • Monitor and finalize official correspondence through the Electronic Document Management System (EDMS). • Be familiar with and comply with the University's Quality Policy.	• Labour Law No. 4857 • Occupational Health and Safety Law No. 6331 • Civil Servants Law No. 657 (relevant provisions governing public institutions) • Higher Education Law No. 2547 • University Internal Directives and Working Procedures

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
11	Civil Servant / Support Personnel (Rasim TETİK)	To perform all duties assigned within the scope of the position in accordance with the relevant legislation governing public administration and to report directly to the Unit Manager and the Head of the Department.	• Fulfil the duties and responsibilities prescribed by the Civil Servants Law No. 657 and other applicable legislation. • Serve as the Accounting Officer's Agent. • Carry out student and staff meal card loading procedures. • Prepare daily and weekly meal consumption reports and maintain records of the number of meals served. • Deposit collected cash into the designated bank account in accordance with cash holding limits. • Ensure that the cash book is approved by the Department of Strategy Development within the prescribed period. • Monitor and finalize official correspondence through the EDMS. • Contribute to the continuous improvement of the Quality Management System. • Perform any additional duties assigned by the Head of the Department. • Prepare official correspondence electronically as instructed by supervisors. • Cooperate effectively with other personnel within the unit. • Ensure the proper operation and protection of assigned computer equipment and office devices. • Comply with all legislation related to assigned duties. • Be familiar with and comply with the University's Quality Policy.	• Civil Servants Law No. 657 • Public Financial Management and Control Law No. 5018 • Central Government Expenditure Documents Regulation • Turkish Court of Accounts Law No. 6085

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
12	Civil Servant / Support Personnel (Reşat KARACA)	To ensure the cleanliness, maintenance, and orderly operation of the assigned facilities within the Congress and Culture Center and to provide logistical support services in accordance with the relevant legislation.	• Perform cleaning services in Bozok Hall, the elevator room, second and third-floor common areas, restrooms, Çapanoğlu Hall, and adjacent meeting rooms. • Assume responsibility for the boiler room. • Serve as the person responsible for the system room and air-conditioning room. • Maintain and clean the ornamental pool and landscaped green areas. • Empty recycling containers regularly. • Prepare and clean samovars during university events. • Assist with unloading and transporting materials delivered to the Department. • Transport materials within the Department and place them in designated storage areas. • Contribute to the continuous improvement of the Quality Management System. • Monitor and finalize official correspondence through the EDMS. • Perform any additional duties assigned by the Head of the Department. • Cooperate with other personnel in carrying out assigned duties. • Ensure the proper use and protection of assigned equipment. • Comply with all relevant legislation. • Be familiar with and comply with the University's Quality Policy.	• Civil Servants Law No. 657 • Regulation on Promotion and Change of Title for Personnel of Higher Education Institutions and Higher Education Upper Organizations

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
13	Computer Operator / Movable Property Officer (Sebahattin CANPOLAT)	To perform administrative and inventory management duties in accordance with applicable legislation; to ensure the effective management of movable property records and information systems; and to support the operational activities of the Department.	• Fulfil the duties and responsibilities prescribed by the Civil Servants Law No. 657 and other relevant legislation. • Serve as the Movable Property Registration Officer and Warehouse Supervisor. • Maintain inventory records, barcode registration, warehouse control, and stocktaking procedures. • Carry out student clearance procedures. • Monitor activities in the Congress and Culture Center and ensure that computer systems remain operational before, during, and after events. • Perform the duties of the Accounting Officer's Agent in the absence of the designated officer. • Monitor and finalize official correspondence through the EDMS. • Contribute to the continuous improvement of the Quality Management System. • Perform any additional duties assigned by the Head of the Department. • Cooperate effectively with other personnel within the unit. • Ensure the proper operation and protection of assigned computer equipment. • Comply with all applicable legislation governing the assigned duties. • Be familiar with and comply with the University's Quality Policy.	• Public Financial Management and Control Law No. 5018 • Civil Servants Law No. 657 • Turkish Court of Accounts Law No. 6085 • Regulation on Movable Property Management • Central Government Expenditure Documents Regulation • Communiqués issued by the Ministry of Treasury and Finance concerning movable property management

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
14	Permanent Worker (Sevcan ÇAĞLIOĞLU)	To maintain cleanliness, hygiene, and order within the assigned university facilities; to provide support services during meetings, ceremonies, and events; to serve tea and refreshments when required; and to ensure the proper use and preservation of equipment and materials assigned to the area of responsibility.	• Perform cleaning services in personnel offices, Bozok Hall, the VIP Lounge, women's restrooms, the accessible restroom, stairways adjacent to the elevator, the mezzanine kitchen and surrounding areas, dressing rooms, and the women's prayer room. • Provide tea, water, and refreshments in a timely and professional manner. • Collect and dispose of waste generated within the assigned areas in accordance with institutional procedures. • Ensure the proper, economical, hygienic, and safe use and storage of cleaning equipment and materials. • Maintain and care for indoor plants located on the first floor. • Monitor cleaning and hygiene supplies and report shortages to supervisors. • Assist in preparing halls, meeting rooms, and related facilities before and after official events. • Ensure that furniture and equipment are arranged properly following cleaning activities. • Comply with Occupational Health and Safety regulations. • Contribute to the continuous improvement of the Quality Management System. • Monitor and finalize official correspondence through the Electronic Document Management System (EDMS). • Perform any additional cleaning and support duties assigned by supervisors. • Be familiar with and comply with the University's Quality Policy.	• Labour Law No. 4857 • Occupational Health and Safety Law No. 6331 • Civil Servants Law No. 657 (relevant provisions) • Higher Education Law No. 2547 • University Internal Directives and Working Procedures

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
15	Technician (Süleyman KARTAL)	To provide technical support for events organized at the Congress and Culture Center; to install, operate, and maintain stage, audio-visual, and information technology systems; and to ensure the uninterrupted operation of the University's technical infrastructure.	• Install, operate, and supervise stage and audio-visual systems for events organized at the Congress and Culture Center. • Carry out all technical preparations before events and ensure that all equipment is fully operational. • Provide technical support throughout events and promptly resolve technical issues. • Perform routine maintenance, cleaning, and minor repairs of technical equipment and report major malfunctions to the relevant units. • Provide technical support for events organized by other university units upon request. • Install, maintain, update, and perform basic repairs on computers used within the University. • Ensure the safe use, maintenance, and protection of computers and peripheral devices. • Keep abreast of technological developments and submit recommendations for system improvements. • Perform any additional technical and information technology duties assigned by supervisors. • Comply with Occupational Health and Safety regulations. • Contribute to the continuous improvement of the Quality Management System. • Monitor and finalize official correspondence through the EDMS. • Be familiar with and comply with the University's Quality Policy.	• Labour Law No. 4857 • Occupational Health and Safety Law No. 6331 • Civil Servants Law No. 657 • Higher Education Law No. 2547 • University Internal Directives and Working Procedures

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
16	Dietitian (Sümeyye KOCA)	To promote healthy, balanced, and hygienic nutrition for students and staff through the effective implementation of food safety and quality management systems; to plan nutritionally balanced menus; and to contribute to improving nutritional awareness across the University.	• Ensure food safety throughout procurement, storage, preparation, production, and serving processes. • Supervise hygiene standards within kitchens and dining facilities. • Ensure that food service equipment and utensils are properly sanitized before and after use. • Inspect incoming food products and monitor storage, preparation, cooking, and serving procedures. • Conduct routine hygiene inspections and monitor pest control activities. • Prepare nutritionally balanced monthly menus. • Inspect university dining halls and cafeterias to ensure compliance with food safety and nutrition standards. • Supervise catering personnel and provide professional guidance. • Monitor and finalize official correspondence through the EDMS. • Contribute to the continuous improvement of the Quality Management System. • Provide nutritional counselling and educational services to students and staff. • Develop meal plans for individuals with special dietary requirements. • Ensure compliance with nutritional standards throughout food production. • Perform any additional duties assigned by the Head of the Department. • Comply with Occupational Health and Safety regulations.	• Civil Servants Law No. 657 • Labour Law No. 4857 • Occupational Health and Safety Law No. 6331 • Veterinary Services, Plant Health, Food and Feed Law No. 5996 • Food Hygiene Regulation • Turkish Food Codex Regulations • Higher Education Law No. 2547 • University Internal Directives and Working Procedures

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
17	Civil Servant / Support Personnel (Yakup Han ARSLAN)	To provide cleaning, logistical support, and facility maintenance services within the assigned areas of the Congress and Culture Center while ensuring compliance with institutional standards and applicable legislation.	• Perform cleaning services in Bozok Hall, the stage area, entrance stairways, first-floor common areas, first and third-floor restrooms, Çapanoğlu Hall, adjacent meeting rooms, and the men's prayer room. • Carry out garden cleaning and landscaping maintenance. • Maintain the ornamental pool and green areas. • Empty recycling bins regularly. • Prepare and clean samovars during university events. • Assist with unloading and transporting materials delivered to the Department. • Transport and arrange materials within designated storage areas. • Contribute to the continuous improvement of the Quality Management System. • Monitor and finalize official correspondence through the EDMS. • Perform any additional duties assigned by the Head of the Department. • Cooperate effectively with other personnel. • Ensure the proper use and protection of assigned equipment. • Be familiar with and comply with the University's Quality Policy.	• Civil Servants Law No. 657 • Regulation on Promotion and Change of Title for Personnel of Higher Education Institutions and Higher Education Upper Organizations

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
18	Permanent Worker (Yasin ALP)	To maintain cleanliness and hygiene within the University Dining Hall and Medico-Social Unit; to ensure the cleanliness of indoor and outdoor facilities, including halls, corridors, restrooms, and surrounding areas; to ensure the safe and proper use of equipment and materials; and to provide support services as assigned.	• Perform cleaning services in the dining hall, Medico-Social Unit, restrooms, corridors, common areas, and surrounding facilities. • Ensure that cleaning equipment and materials are used, maintained, and stored in a safe, hygienic, and economical manner. • Collect and properly dispose of waste generated within the assigned areas. • Monitor cleaning supplies and report shortages to supervisors. • Arrange furniture, equipment, and work areas following cleaning activities. • Assist in transporting and placing materials delivered to the Department. • Provide cleaning services at the Congress and Culture Center when required. • Comply with Occupational Health and Safety regulations. • Contribute to the continuous improvement of the Quality Management System. • Monitor and finalize official correspondence through the Electronic Document Management System (EDMS). • Perform any additional cleaning and support duties assigned by supervisors. • Be familiar with and comply with the University's Quality Policy.	• Labour Law No. 4857 • Occupational Health and Safety Law No. 6331 • Civil Servants Law No. 657 (relevant provisions) • Higher Education Law No. 2547 • University Internal Directives and Working Procedures

#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
19	Dentist (Zeynep ŞAHİN)	To protect, diagnose, treat, and monitor the oral and dental health of patients applying to the Medico-Social Unit; to provide preventive oral health education; to contribute to improving service quality and operational efficiency; and to support the University's healthcare objectives.	• Examine patients applying to the Medico-Social Unit and prepare medical reports and prescriptions where appropriate. • Provide preventive oral and dental health counselling. • Diagnose, treat, and monitor periodontal diseases. • Perform scaling, restorative dental procedures, and root canal treatment where appropriate equipment and materials are available. • Contribute to improving the quality and efficiency of healthcare services. • Support the achievement of departmental objectives and performance targets. • Monitor and finalize official correspondence through the Electronic Document Management System (EDMS). • Provide emergency dental care and initiate referrals when necessary. • Organize oral and dental health awareness programs for students and staff. • Ensure compliance with hygiene, sterilization, and patient safety standards. • Monitor dental equipment and supplies and report deficiencies. • Maintain accurate patient records and prepare statistical reports when required. • Assist in appointment scheduling and treatment planning. • Contribute to the implementation and continuous improvement of the University's Quality Management System. • Comply with Occupational Health and Safety regulations.	• Civil Servants Law No. 657 • Labour Law No. 4857 • Occupational Health and Safety Law No. 6331 • Basic Law on Health Services No. 3359 • Dental Practice Regulations • Higher Education Law No. 2547 • University Internal Directives and Working Procedures

20	Director of the Department of Health, Culture and Sports (İzzet ÜNLÜ)	To direct, coordinate, and supervise all academic support and administrative services provided by the Department of Health, Culture and Sports in accordance with the objectives, strategic priorities, legislation, and quality standards of Yozgat Bozok University; to ensure the effective, efficient, economical, and lawful use of public resources; and to provide strategic leadership for the continuous improvement of student and staff services.	Strategic Leadership • Perform all duties assigned under the Higher Education Law No. 2547. • Provide strategic leadership for all units within the Department. • Establish and communicate the Department's mission, vision, objectives, and institutional values. • Promote continuous improvement and encourage staff engagement in achieving institutional goals. • Ensure the planning, coordination, implementation, and continuous improvement of health, cultural, sports, nutrition, and social services. Administrative Management • Coordinate all administrative units of the Department to ensure efficient and harmonious operation. • Ensure the effective management of movable assets belonging to the Department. • Supervise the preparation and implementation of the Department's annual budget. • Ensure the efficient, effective, economical, and lawful utilization of financial, human, and physical resources. • Coordinate and supervise all activities of student clubs and organizations. • Monitor the preparation of annual activity reports and strategic performance indicators. • Promote digital transformation and continuous improvement of business processes. Human Resources Management • Assign duties to personnel according to qualifications, competencies, experience, and operational requirements. • Delegate authority appropriately to ensure effective management. • Coordinate staff activities and promote teamwork. • Encourage professional development and continuous learning. • Maintain staff motivation and take disciplinary action when necessary in accordance with applicable legislation. • Submit personnel-related recommendations to senior university management. Quality Management • Lead all Quality Management System activities within the Department. • Ensure compliance with ISO 9001 Quality Management System requirements. • Maintain quality records and documentation.	• Higher Education Law No. 2547 • Public Financial Management and Control Law No. 5018 • Public Procurement Law No. 4734 • Civil Servants Law No. 657 • Law on the Right to Information No. 4982 • Law on the Exercise of the Right to Petition No. 3071 • Public Servants' Trade Unions and Collective Agreement Law No. 4688 • Regulation on Official Correspondence Procedures and Principles • State Archives Regulation • Higher Education Disciplinary Regulation • Relevant Laws, Regulations, Directives, and Circulars
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#	POSITION TITLE & PERSONNEL	PURPOSE OF THE POSITION	DUTIES AND RESPONSIBILITIES	LEGAL BASIS
			• Initiate revisions or development of quality procedures, work instructions, and official forms when necessary. • Monitor implementation of institutional quality standards. • Ensure that all personnel comply with quality assurance procedures. Operational Responsibilities • Supervise official correspondence and administrative documentation. • Ensure proper implementation of strategic plans and institutional objectives. • Monitor departmental performance and evaluate outcomes. • Ensure compliance with ethical principles and legal requirements. • Represent the Department before the University administration and external stakeholders. • Perform any additional duties assigned by senior university management. Accountability • The Director of the Department is accountable to the Secretary General of Yozgat Bozok University for the lawful, effective, efficient, transparent, and economical use of public resources and for ensuring that all departmental activities comply with applicable legislation and institutional policies.	