

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION CAREER COMMISSION JOB DESCRIPTION FORM	Document No	ISL-GT-006
		First Publication Date	18.11.2025
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Duty
To organize activities aimed at career planning, develop collaborations with the business world, and provide counseling in order to contribute to the career development of the department students, increase employment opportunities, and prepare students for the business world after graduation.
Superior
Department Head
Proxy
Commission Head, Commission Members
Qualifications
- Having knowledge about the relevant regulations/directives required by the duty, - Having effective communication, organization, and cooperation skills; being able to establish healthy relationships with students, alumni, and external stakeholders.
Relevant Legislation
Duties and Responsibilities
- To organize activities such as seminars, panels, conferences, and workshops that support the professional development of students, - To prepare and implement an annual activity plan regarding career planning and development at the faculty level, - To provide counseling services to students on career planning and make necessary referrals, - To organize activities in cooperation with business world representatives, public institutions, NGOs, and alumni, - To develop cooperation with institutions in order to facilitate students' access to internship, part-time job, and post-graduation employment opportunities, - To direct department students to the activities of the YÖK Career Gate, Presidential Human Resources Office, and University Career Center, and to provide guidance in these processes, - To work in cooperation with other commissions of the department and ensure the creation of appropriate solution methods for relevant needs, - To carry out announcement and information activities to increase the career awareness of students, - To hold meetings at least twice a year and when necessary, to take decisions and monitor their implementation, - To notify the Department Head's Office of the decisions taken in the commission, - Upon the request of the commission, the Department Head's Office may assign new members when necessary.
Duties and Responsibilities within the Scope of the Quality Management System (QMS)
- To adopt the Mission, Vision, and Quality Policy of the University, act accordingly, and ensure that actions are taken accordingly in its unit, - To determine unit quality targets and carry out its share of work to achieve them,

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Res. Asst. Ömer Faruk YILDIRIM	Prof. Dr. Metin KILIÇ	Prof. Dr. Aybeniz AKDENİZ AR

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- To ensure that actions are taken in accordance with BANÜ QMS documents while carrying out its activities and to provide the relevant coordination regarding records,
- To contribute to the fulfillment of corrective and preventive actions to be carried out in its unit within the scope of QMS,
- To share improvement suggestions related to its work with the Quality Coordinatorship,
- To contribute on behalf of the unit to the activities carried out within the scope of QMS studies.

Powers and Authorities

- To initial official correspondence related to its subject,
- To receive official correspondence related to the unit and sign the minutes.

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