

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION ORIENTATION COMMISSION JOB DESCRIPTION FORM	Document No	ISL-GT-009
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		Page Number	1/1

Duty
To organize orientation programs in the department and carry out the promotional activities of the faculty.
Superior
Department Head
Proxy
Commission Head, Commission Members
Qualifications
Having knowledge about the relevant regulations/directives required by the duty
Relevant Legislation
Duties and Responsibilities
- To prepare and conduct orientation programs, - To support the adaptation processes of newly registered students to the university, - To hold commission meetings at least twice a year and implement the decisions taken, - To work in cooperation with other commissions of the department and ensure the creation of appropriate solution methods for relevant needs, - 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. - To ensure the compliance of the organized events with quality standards, - To contribute to continuous improvement efforts by evaluating feedback from stakeholders, - To support the implementation of corrective and preventive actions to be carried out within the scope of QMS, - To share improvement suggestions related to its work with the Quality Coordinatorship
Powers and Authorities
- To initial official correspondence related to its subject, - To receive official correspondence regarding events and organizations and sign the necessary documents.

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