

	FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES DEPARTMENT OF BUSINESS ADMINISTRATION ALUMNI RELATIONS AND INTERNSHIP COMMISSION JOB DESCRIPTION FORM	Document No	ISL-GT-008
		First Publication Date	21.04.2026
		Rev. No / Date	00/-
		Page Number	1/1

Duty
The Alumni Relations and Internship Commission aims to strengthen professional networks by establishing a continuous bond with the department's alumni. This commission provides career counseling services to ensure alumni take their place successfully in the business world and encourages cooperation among alumni. In addition, it organizes internship opportunities, audits internship processes, and builds a bridge between students and the business world in order to enable students to meet the sector and gain experience.
Superior
Department Head
Proxy
Commission Head, Commission Members
Qualifications
Having knowledge about the relevant regulations/directives required by the duty
Relevant Legislation
Bandırma Onyedi Eylül University Associate Degree and Undergraduate Education and Examination Regulation
Duties and Responsibilities
- To keep the alumni database up to date by communicating regularly with alumni. - To organize events and seminars for the career development of alumni. - To track internship and job opportunities by establishing a business network between alumni and students. - To coordinate internship applications and inform students about internship places. - To track internship processes and provide guidance to students.
Duties and Responsibilities within the Scope of QMS (Quality Management System)
- 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 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. - To determine unit quality targets and carry out its share of work to achieve them,
Powers and Authorities
- To initial official correspondence related to its subject, - To receive official correspondence related to the unit and sign the minutes.

Prepared By	(Controlled By)	(Approved By)
Arş. Gör. Ömer Faruk YILDIRIM	Prof. Dr. Metin KILIÇ	Prof. Dr. Aybeniz AKDENİZ AR