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Occupation	Head of the Quality Assurance Centre
Structure Department Name	Quality Assurance Centre
Reports	1. To the Rector
Duty commitment	<ul style="list-style-type: none">• Organises the activity of the Centre and, within their rights, gives orders to execute compulsory tasks regarding the activities of the sections under the management of the Centre and supervises the execution of these orders;• Carries out job rationing among their employees, coordinates the activities of these employees, and supervises their obedience to the workplaces rules and order;• Determines the issues regarding the Centre to be discussed in the Scientific Union of the University and provides the chancellor with related suggestions;• Reports to the executive management of the university in relation to the encouragement and punishment measures about the employees of the Centre;• Receives, within its rights, compulsory information from the structural sections and other institutions of the university in order to carry out their duties;• Represents, with the order of the chancellor of the university, the Centre at the events held by government offices and organisations;• Within their own right, negotiates regarding international cooperation in accordance with this Statement, and participates at international events;• Provides the chancellor of the university with constant reports and information regarding the activities of the Centre;• Learns and analyses the organisational position of the issues regarding the activity field of the Centre, prepares suggestions for improvements, and presents them to the executive management of the university;• Conveys sociological searches with the purpose of studying pedagogical and methodical opinions in their own field, and presents suggestions accordingly;• Every employee of the Centre is bound with protecting the confidential information known to them according to their position and governance;• Is bound with the establishment of the order of scientific character, actuality, and quality of all the documents compiled by the Centre, as well as the workplace and execution order of employees.



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Head of department should know:	<ul style="list-style-type: none"> ▪ Legislative basis for education; ▪ Internal legal documents of the Odlar Yurdu University ▪ Educational process of Odlar Yurdu University ▪ Labor law; ▪ Labor protection normative rules; ▪ Employees' job responsibilities. 	
Job requirements	Education	Higher education in relevant area
	Experience	In relevant area
	Personal quality and skills	<ol style="list-style-type: none"> 1. Acquisition of new knowledge of profession; 2. Ability to work in office programs; 3. Foreign language is a preference for knowledge; 4. Efficiency and initiativeness; 5. Ability to cope with high tempo and multi-dimensional work; 6. Ability to set up and co-ordinate corporate activities; 7. To be reliable, accountable and to fulfill obligations;
RESPONSIBILITY OF THE CENTRE	<ul style="list-style-type: none"> • The centre is bound with responsibility for the results of its activity by the normative documents of the university. • The centre presents the intermediate reports for the results of its activity in the end of exam sessions, and final reports in the end of the educational year, to the chancellor of the university. 	



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Occupation	Senior Specialist of the Quality Assurance Centre	
Structure Department Name	Quality Assurance Centre	
Reports	To the Head of the Centre	
Duty commitment	<ul style="list-style-type: none"> • The Centre employees compile the work plan of the Centre and required materials in relation to the task, prepare documents, and organise the realisation of the tasks in question in required level; • Learn and analyse the organisational position of the issues regarding the activity field of the Centre, help increase the effectiveness of the training, and present suggestions. Employees organise the generalisations. Present the vouchers and documents regarding the task at hand for discussion at the Scientific Union of the university; • Practice supervision over the quality of training seminars and internships, and fulfillment of education plans and programmes. • Participate in the implementation of the Quality Management System and its regular inspection procedures; • To conduct surveys, questionnaires and take action to measure the satisfaction of students and educators; 	
Head of department should know:	<ul style="list-style-type: none"> ▪ Legislative basis for education; ▪ Internal legal documents of the Odlar Yurdu University ▪ Educational process of Odlar Yurdu University ▪ Labor law; ▪ Labor protection normative rules; ▪ Employees' job responsibilities. 	
Job requirements	Education	Higher education in relevant area
	Experience	In relevant area



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	Personal quality and skills	<ul style="list-style-type: none">8. Acquisition of new knowledge of profession;9. Ability to work in office programs;10. Foreign language is a preference for knowledge;11. Efficiency and initiativeness;12. Ability to cope with high tempo and multi-dimensional work;13. Ability to set up and co-ordinate corporate activities;14. To be reliable, accountable and to fulfill obligations;
RESPONSIBILITY OF THE CENTRE	<ul style="list-style-type: none">• The centre is bound with responsibility for the results of its activity by the normative documents of the university.• The centre presents the intermediate reports for the results of its activity in the end of exam sessions, and final reports in the end of the educational year, to the chancellor of the university.	