

	T.C. TOKAT GAZİOSMANPAŞA UNIVERSITY Vocational Schools Coordinatorship (MEYOK) Role Descriptions	Document No.	TOGÜ.GÖR.018
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A. JOB DESCRIPTION

The Coordinator is appointed by the Rector from among the university teaching staff for a term of two years. The Coordinator whose term has expired may be reappointed in the same manner.

Tokat Gaziosmanpaşa University Vocational Schools Coordination (MEYOK) ensures coordination and organisation of education between the University's Vocational Schools, carries out the necessary planning and implementation to resolve issues and increase productivity, undertakes work to resolve skilled labour issues, and increases cooperation between the business world and the Vocational Schools.

B. DUTIES, AUTHORITY AND RESPONSIBILITIES

- a) To chair the Vocational School Directors' Council, Programme and Scientific Discipline Councils,
- b) To manage MEYOK in accordance with the principles of this directive,
- c) To submit the decisions of the Vocational School Directors' Council to the Rectorate,
- d) To report to the Rector on MEYOK's activities every three months.

C. POWER OF ATTORNEY

Upon the recommendation of the Coordinator, the Rector appoints a Deputy Coordinator. In the absence of the Coordinator, the Deputy Coordinator acts as their representative. The term of office of the Deputy Coordinator is limited to that of the Coordinator.

D. QUALIFICATIONS REQUIRED FOR THE POSITION

- Meet the conditions specified in the Higher Education Act No. 2547 and the Civil Servants Act No. 657.
- Possess the level of work experience required for the position.
- Possess managerial qualities; understand the requirements of leadership and administration.
- Possess the decision-making and problem-solving skills necessary to carry out activities in the best possible manner.