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| **JOB TITLE** | QUALITY COORDINATOR |
| **TITLE AFFILIATED** | COORDINATOR |
| **JOB DESCRIPTION** To coordinate the execution of the work and processes determined by the Quality Commission regarding the evaluation and improvement of the quality of the university's academic and administrative services, to support the Quality Commission in the active execution of institutional accreditation studies, to provide guidance and communication support to relevant programs in program accreditation processes.**DUTIES, AUTHORITIES AND RESPONSIBILITIES*** To ensure the execution of coordination activities.
* To ensure that Institutional Accreditation activities are carried out.
* Coordinating activities such as unit visits, training activities, meetings, etc. within the scope of quality assurance studies.
* To support the Quality Assurance Committee in the preparation of the KIDR, Improvement Report and internal audit report when necessary.
* To ensure that findings aimed at improving institutional quality processes are communicated to the Quality Assurance Commission and relevant units.
* Carrying out corporate data monitoring and reporting processes and presenting reports to senior management.
* To contribute to the creation of university quality assurance policies and documents.
* To ensure the preparation, updating and closing of university PUKÖ cycles.
* Requesting the provision of the necessary qualified and number of technical experts, academic or administrative personnel to serve in the coordination office.

**QUALIFICATIONS REQUIRED FOR THE JOB*** Meet the conditions specified in the Civil Servants Law No. 657
* To be appointed as Quality Coordinator by the Rector
* To have the necessary decision-making and problem-solving skills to ensure the best possible operation of the activities.

**BASIS:****1. Higher Education Law No. 2547****2. Higher Education Quality Assurance Regulation No. 29423****3. Regulation No. 30604 on Higher Education Quality Assurance and Higher Education Quality Board****4. FÜ Quality Assurance System Directive** |