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| **JOB TITLE** | Assistant Quality Coordinator |
| **TITLE AFFILIATED** | Assistant Quality Coordinator |
| **REQUIRED COMPETENCE** | To be appointed as Deputy Quality Coordinator by the Rector upon the recommendation of the Coordinator. |
| **DEFINITION OF THE JOB** : Assisting the Coordinator in carrying out the work and procedures determined by the Quality Assurance Commission regarding the evaluation and improvement of the quality of the academic and administrative services of the university, in the active execution of institutional accreditation studies, and in providing guidance and communication support to relevant programs in program accreditation processes.  **DUTIES:**  To support the Coordinator in carrying out coordination activities .  2. To represent the Coordination Office on behalf of the Coordinator when the Coordinator is not on duty.  3. Carrying out other tasks and procedures assigned by the coordinator.  **EDUCATION INFORMATION**  To have the educational knowledge required by the academic title. | |