TR
MUŞ ALPARSLAN UNIVERSITY
DEPARTMENT OF INFORMATION PROCESSING
JOB DESCRIPTION FORM

ORGANIZATIONAL INFORMATIONS	institution	:	Mus Alparslan University
	Unit of	:	IT Department
	Mission	:	Head of Department
	Senior Unit Officer	:	Secretary General

This form;

a) Higher Education Law No. 2547,
b) Civil Servants Law No. 657,

NS) Decree Law No. 124 on the Higher Education Supreme Institutions and the Administrative Organization of Higher Education Institutions,

D) With the Public Internal Control Standards Communiqué published in the Official Gazette dated 26/12/2007 and numbered 26738, the establishment, implementation, monitoring and development of the internal control system in public administrations.

to) It has been prepared within the scope of other relevant legislation.

DEPARTMENT OF DATA PROCESSING

1. TASK BRIEF DESCRIPTION

Duties of the Head of Department; To ensure that the duties assigned to the Presidency within the framework of the relevant legislation are carried out regularly, quickly, effectively and in accordance with the legislation.

2. DUTIES, AUTHORITIES AND RESPONSIBILITIES
2.1 To take and implement all kinds of regulatory measures,

2.2 Establishing discipline and coordination between units,
2.3 To carry out inspections of works, personnel and service equipment,

2.4 Developing, implementing and recommending remedial measures related to the service and personnel ,

2.5 To determine and implement policies related to informatics in matters falling within its scope of duty; to ensure regular work between units ,

2.6 Submitting the Presidency's appropriation and staff needs to the Rectorate together with its justification,

2.7 To perform the duties assigned to him by law ,
2.8 To perform other duties assigned by the Rector.

ORGANIZATIONAL INFORMATIONS	**institution**	:Mus Alparslan University
	Unit of	:IT Department
	Mission	Branch manager
	Senior Unit Officer	:Head of Department

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BRANCH MANAGER

1. TASK BRIEF DESCRIPTION

Duties of the Branch Manager; To ensure that the duties assigned to the Presidency within the framework of the relevant legislation are carried out regularly, quickly, effectively and in accordance with the legislation.

2. DUTIES, AUTHORITIES AND RESPONSIBILITIES

2.1 To follow, coordinate and supervise the work of the branch he is responsible for; To ensure that it is carried out regularly, quickly, effectively and in accordance with the legislation,

2.2 To follow the developments in information technology, to research the applicability of new technologies to the studies of the University and the Information Technologies Department,

2.3 To ensure that all project design, development and implementation studies are carried out in accordance with the standards, principles and methods determined by the Department of Information Technologies , in order to facilitate the project work within the scope of the unit's duty ,

2.4 Distributing work, determining authority and responsibilities, determining working principles and establishing discipline,

2.5 To develop the understanding of quality service, to make arrangements to increase efficiency, to ensure that they work in harmony ,

2.6 Developing and suggesting remedial measures related to the service,

2.7 Gathering information for needs assessment, making analyzes, ensuring the development of designs and applications based on the results ,

2.8 To carry out research and to make trials for software produced outside the institution for use at the university ,

2.9 To perform other duties assigned by the Head of Department.

ORGANIZATION HAND INFORMATION	institution	:	Mus Alparslan University
	Unit of	:	IT Department
	Mission	:	Network and System Management Branch Directorate
	Senior Unit Officer	:	Branch Manager, Head of Department

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b) Civil Servants Law No. 657,

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NETWORK AND SYSTEM MANAGEMENT BRANCH DIRECTORATE

1. TASK BRIEF DESCRIPTION

To ensure the management of network systems and servers, to determine information systems security policies and to carry out them in accordance with the legislation;

2. DUTIES, AUTHORITIES AND RESPONSIBILITIES

2.1 To take all necessary precautions and to develop work procedures for the smooth operation of the servers installed within the IT Department and serving all university units and the equipment connected to these systems,

2.2 Designing the Campus Network topology,

2.3 Providing uninterrupted internet access with sufficient speed and bandwidth to campuses and campuses, optimizing internet traffic by creating virtual networks,

2.4 Monitoring the internet usage traffic in the central system, analyzing and reporting the errors , monitoring the performance of the active devices and providing dynamism by operating on the problematic points,

2.5 Determining system server, computer and hardware needs, preparing implementation plans for installation and distribution ,

2.6 To take measures to ensure the healthy and safe operation of the system, to determine and manage security policies ,

2.7 To take necessary measures to protect information confidentiality, security and personal privacy ,

2.8 To take the necessary measures to protect the server and user computers against all kinds of unauthorized access and similar threats from inside and outside ,

2.9 Planning, designing and establishing a computer communication network, performing performance improvement studies ,

2.10 To carry out studies on the installation, management, operation and security of computer communication network devices ,

2.11 To ensure that the data and servers kept in the system are backed up periodically and to keep the backups safely,

2.12 To carry out works such as periodical maintenance, control, fault repair, procurement, preparation of technical specifications related to system infrastructure devices used in information services , to have them done or to provide support,

2.13 To follow up and manage the e-mail, wireless internet, system records services of the university students and staff ,

2.14 Finding direct solutions to the problems of end users in university units,

2.15 Ensuring the healthy operation of the system rooms, complying with the standards, making maintenance and repairs,

2.16 Planning and providing DNS, DHCP and related services (Active Directory, LDAP, etc.) and managing servers in order to control users' access to the network ,

2.17 Keeping the IT network infrastructure operational 24/7,
2.18 To set up, operate and manage computer server systems ,
2.19 To record the university internet traffic (log) in accordance with the law numbered 5651,
2.20 To perform other duties assigned by the Head of Department.

ORGANIZATIONAL INFORMATIONS	institution	:	Mus Alparslan University
	Unit of	:	IT Department
	Mission	:	Software Services Branch Directorate
	Senior Unit Officer	:	Branch Manager, Head of Department

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SOFTWARE SERVICES BRANCH DIRECTORATE

1. TASK BRIEF DESCRIPTION

University web page, personnel information system, etc. To carry out tasks such as managing software projects, developing software, providing technical support to the software used in accordance with the legislation;

2. DUTIES, AUTHORITIES AND RESPONSIBILITIES

2.1 Designing software projects and presenting the university's business and operations to the Head of Department in order to produce better quality services by using information technologies, saving time, manpower and production costs,

2.2 To prepare the business processes of the software projects deemed appropriate , to ensure their implementation and document works,

2.3 To determine software development, information and data security standards in software projects,

2.4 To analyze software projects , to create application model and database design ,

2.5 Developing, procuring and making applicable the computer software required by the designed projects ,

2.6 To make or have tests carried out in coordination with the relevant units for the software developed in line with the design criteria ,

2.7 To prepare the usage documents of the software used throughout the university , to carry out / have them done to solve the problems encountered in use ,

2.8 To monitor the operation of the university's software projects , to identify the problems and to suggest the necessary arrangements to the Head of the Department,

2.9 In order to effectively implement the designed software projects , to give the necessary documents and information to the personnel who are actually involved in the project ,

2.10 Following the software projects , creating documents about the project flow and reporting to the Head of Department

to present,

2.11 To ensure the continuous publication of the university's web page, to update it, to follow and publish the innovations ,

2.12 To share all kinds of information and documents that may be useful to the in-house personnel via the web page ,

2.13 Ensuring that the web homepage of the university is in a structure that can meet the needs,

2.14 To determine the content standards of the web pages that the university and its affiliated units can use and to contribute to the design process,

2.15 To carry out the necessary work and procedures for the web pages of the units affiliated to the university to be constantly published ,

2.16 To provide technical support to the software used by the units affiliated to the university,
2.17 To perform other duties assigned by the Head of Department.

ORGANIZATIONAL	institution	:	Mus Alparslan University
	Unit of	:	IT Department
INFORMATIONS	Mission	:	Technical Services Branch Office
	Senior Unit Officer	:	Branch Manager, Head of Department

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TECHNICAL SERVICES BRANCH DIRECTORATE

1. TASK BRIEF DESCRIPTION

To provide technical support for university end users to use information services uninterruptedly, to carry out studies in accordance with the legislation;

2. DUTIES, AUTHORITIES AND RESPONSIBILITIES
2.1 Finding direct solutions to computer problems of end users in the university ,

2.2 Gathering information and making analyzes for needs assessment ,

2.3 To provide installation, maintenance, repair and similar technical support services for computers and peripherals used within the university ,

2.4 Installation, maintenance and repairs of interactive boards and projectors in classrooms,

2.5 To establish the standards for the computer and peripheral units of the university academic and administrative units , to prepare and update the technical specifications,

2.6 Establishing internet and network connections to existing or newly established units within the university, responding to malfunctions in a timely manner, helping to solve problems,

2.7 To provide installation, maintenance and repair of security camera systems in our university campuses ,

2.8 Managing camera recording servers, creating and storing video recordings ,
2.9 Providing technical support to turnstile entrance systems,
2.10 Establishing computer labs in university units,
2.11 To make maintenance and repair of computer labs in the university,
2.12 Managing and following the announcement screens,
2.13 To carry out fiber optic cable pulling, repair and technical support works,

2.14 Establishing new wireless internet access areas , ensuring that the devices there are controlled and constantly active ,

2.15 To give technical support to the events organized by the university,

2.16 Providing technical support to telephone services, managing switchboard systems, ensuring uninterrupted operation ,

2.17 To perform other duties assigned by the Head of Department .

ORGANIZATIONAL INFORMATIONS	**institution**	:	Mus Alparslan University
	Unit of	:	IT Department
	Mission	:	Editorial and Secretariat
	Senior Unit Officer	:	Branch Manager, Head of Department

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EDITORIAL AND SECRETARIAT

1. TASK BRIEF DESCRIPTION

In order to ensure that the administrative and financial affairs of the unit are carried out regularly, quickly and effectively within the framework of the relevant legislation;

2. DUTIES, AUTHORITIES AND RESPONSIBILITIES

2.1 To compile the necessary personal information of the personnel of the Presidency , to carry out the records on all kinds of leave, rest, temporary duty and similar issues,

2.2 Filing and archiving incoming and outgoing documents to the Presidency , duly ensuring the flow of documents and correspondence ,

2.3 Preparing internal and external correspondences and submitting them for signature,

2.4 Planning and carrying out the strategic plan, budget, accounting, personnel, tools and similar administrative activities related to the work and transactions covering the activities of the Presidency ,

2.5 In accordance with the law numbered 5018 and the relevant regulation, to carry out the presidential movable record (transfer entry- exit, embezzlement, movable transaction receipt, etc.) and to send the year-end accounts to the relevant units, **2.6** Regarding the appointment, visit, meeting, daily schedule, transportation and communication works of the department to carry out secretarial services,

2.7 Procurement, purchase, distribution of necessary administrative and technical materials, or having them done,

2.8 To monitor the stock of consumables , to ensure the supply of spare parts and by-products without interrupting the service ,

2.9 To perform other duties assigned by the Head of Department.