

WEBSITE AND SOCIAL MEDIA COMMISSION

Chair	Asst. Prof. Ebru CİRBAN EKREM
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Member	Res. Asst. Feyza DEMİR BOZKURT
Member	Res. Asst. Hilal BÜYÜKTOPAÇ ÇAKICI
Member	Res. Asst. Gizem Nur MAZLUM
Member	Res. Asst. Rıdvan TEMİZ
Member	Res. Asst. Mehtap TEMİZ
Member	Adnan ÖZDEMİR
Member	Student Representative

Job Description

To ensure that the Faculty website contains accurate and up-to-date information.

Duties, Authorities and Responsibilities

- Maintains and regularly updates the Faculty and departmental websites.
- Ensures publication of announcements on the Faculty and departmental websites (e.g., meetings, seminars, symposiums, scientific and social events).
- Publishes analyses and evaluation reports for staff and students within Quality Assurance and Accreditation processes.
- Updates the contact information of academic and administrative staff.
- Publishes the scientific activities and projects of the Faculty departments on the website.
- Updates graduate information on the website.
- Ensures the secure storage of all website data, documents, and information.
- Submits reports, recommendations, requests, and needs to the Dean's Office.
- Prepares and submits a semester activity report to the Dean's Office.