

Assignment	Definition	Faculty (FM)	Assistants (RA)
PR Activities	<ul style="list-style-type: none"> - Making an orientation seminar in the first week of each semester. - Making a presentation at every university “tanıtım günleri”. - Making a presentation when there are visitors. - Keeping the institute presentation updated. 	Mustafa Kemal Ruhi, Esin Öztürk Işık	Hüden Neşe, Dilan Avşar, Ayşe Işık, Tansu Gölcez Köse, Beste İmamoğlu, Sinem Orbay, Şeyma Soykan, Meryem Torlak, Yağmur Zengin
Social Media Activities	<ul style="list-style-type: none"> - Sharing events and news in media accounts. - Website maintenance. - Research activity announcements for reaching out to society. 	Pınar Özbay, Banu İyisan	Dilan Avşar, Zeynep İrem Özcan
Student Recruitment	<ul style="list-style-type: none"> - Making the first round of evaluations for graduate student candidates. - Assigning candidates to FMs for the second round of evaluation. - Setting the official interview schedule and share it with the secretariat. - Organize the moderation and RAs for the interview days. 	Duygu Ege, Hale Saybaşı	Meryem Torlak, Beste İmamoğlu
Building, Workplace Quality	<ul style="list-style-type: none"> - Keeping in touch with the building manager when there is an issue. - Keeping in touch with other FMs to find budget for solving building issues if needed. - To report building issues to “iş takip sistemi” 	Bora Garipcan, Burak Güçlü	Zeynep İrem Özcan, İrem Nalça, Dilan Avşar, Arda Arpak, Ayşe Işık, Yağmur Zengin, Şeyma Soykan
Wet Lab Issues, Animal Studies	<ul style="list-style-type: none"> - WetLab issues - Animal studies 	Daniela Schulz, Burak Güçlü	İrem Nalça, Zeynep İrem Özcan, Ayşe Işık, Yağmur Zengin, Şeyma Soykan, Tansu Gölcez Köse
Research Activities	<ul style="list-style-type: none"> - Keeping records of active research projects - Organizing events that informs FMs about new grant programs 	Can Yücesoy	Dilan Avşar, Sinem Orbay, Arda Arpak, Yağmur Zengin,

			Beste İmamođlu, Meryem Torlak
University-Industry Collaboration	<ul style="list-style-type: none"> - Organizing events that informs FMs about new grant programs - Organizing workshops to encourage start-ups - Keeping in touch with companies to increase collaborations 	Albert Güveniř, Can Yücesoy, Cengizhan Öztürk	Dilan Avřar, Sinem Orbay, Arda Arpak, Yađmur Zengin, Beste İmamođlu, Meryem Torlak
IT Support	<ul style="list-style-type: none"> - Setting up social media links - Zoom, BULive meeting organizations. - Classroom PC, projector, screen maintenance 	Esin Öztürk Iřık, Bora Garipcan	řeyma Ataman, řeyman Soykan Meryem Torlak, Hüden Neře, Arda Arpak, Zeynep İrem Özcan, Tansu Gölcez Köse
Instrumentation / Educational Labs	<ul style="list-style-type: none"> - Instrumentation / Educational Labs 	Ahmet Ademođlu, Burak Güçlü, Mehmed Özkan	Zeynep İrem Özcan, Hüden Neře, Arda Arpak, Tansu Gölcez Köse, Beste İmamođlu, Meryem Torlak