

Coordinator Job Description

- Develop and manage the University's sustainability strategies and climate action plan.
- Manage processes related to carbon and water footprint reports.
- Coordinating the report preparation processes for international sustainability rankings (e.g. THE Impact Ranking, QS Sustainability Ranking, etc.) and ensuring compliance with the relevant methodology and criteria and performing assignments.
- To manage the processes related to the University's sustainability award applications.
- To submit sustainability reports to relevant organizations and follow the results.
- To submit reports on sustainability ranking results and related activities to the Vice Rector (responsible for stakeholder relations) and directly to the Rector.
- Conducting academic research on sustainability, designing and implementing EU projects, and carrying out projects in line with the Sustainable Development Goals (SDGs).
- Establishing collaborations with internal and external stakeholders, organizing meetings and expanding collaboration networks.
- To be responsible for the preparation of the annual unit activity report.