

46.03.02 DOCUMENT MANAGEMENT AND ARCHIVAL SCIENCE

Documentation specialist – a highly qualified specialist in the field of office work and documentation, organizes the activities of office work, archival and personnel services.

Where will they teach? "Documentation and Archival Science" is one of the training areas of the Faculty of Economics, Management and Information Technology of USTU.

Entrance examinations (Unified State Exam):

- Story
- Russian language
- Social studies / computer science / geography / literature / foreign language

Duration of study: 4 years 6 months.

The number of places for part-time and full-time education under the agreement on the provision of paid educational services is 15.

Graduates of the "Documentation and Archival Science" program have knowledge in the following areas :

- ✓ with the documentary fund of organizations;
- ✓ documentation of management information;
- ✓ streamlining document flow;
- ✓ implementation and operation of automated systems in document management and archival affairs;
- ✓ personnel records management;
- ✓ technologies for processing documents for the purpose of their preservation and transfer for storage,
- ✓ processes of storage, acquisition, accounting and use of archival documents.

Areas of activity:

develops, implements and ensures technological processes of documentation; organizes document flow and the use of documents in management activities; manages and organizes personnel records management; ensures work with archival documents (including the functioning of electronic archives); plans and organizes the activities of the documentation services of management and archives.

Field of professional activity:

Activities in secretariats, documentation services, personnel services and archives of government bodies and institutions, in local government bodies, non-governmental organizations of all forms of ownership, public organizations (institutions).

Future professions:

- head of office work and document management service;
- office manager;
- document specialist ;
- human resources specialist;
- information security specialist;
- secretary-referent to the head of the organization;
- archivist.