

46.02.01. DOCUMENTATION SUPPORT FOR MANAGEMENT AND ARCHIVAL SCIENCE

Proper document management is one of the most important prerequisites for the successful and safe operation of any organization. Organizing and maintaining archival affairs in organizations, compiling reference and search systems for documents, preparing documentation for transfer to archival storage, ensuring the safety of documents on various media - all this is in the sphere of work of specialists in document support and document management, who are in demand at enterprises of any scale, all industries and forms of ownership.

Where will they teach?

The specialty "Documentation support of management and archival science" is one of the areas of training of the USTU College of Security and Law.

What will they teach?

- ✓ Coordinate the work of the organization (manager's reception), receive visitors.
- ✓ Carry out work on preparing and holding meetings, business meetings, receptions and presentations.
 - ✓ Prepare business trips for the manager and other employees of the organization.
 - ✓ Organize the work place of the secretary and manager.
 - ✓ Prepare and register organizational and administrative documents, monitor the deadlines for their execution.
- ✓ Process incoming and outgoing documents, systematize them, compile a nomenclature of cases and form documents into cases.
- ✓ Independently work with documents containing confidential information, including personnel documents.
 - ✓ Provide telephone service, receive and transmit faxes.
 - ✓ Prepare cases for transfer to archival storage.
 - ✓ Make inventories of cases, prepare cases for transfer to the organization's archive, state and municipal archives.
- ✓ Conduct an examination of the value of documents in accordance with current legislation and regulations.
 - ✓ Work in electronic document management systems.
 - ✓ Develop and maintain classifiers, tables and other reference books for the organization's documents.
- ✓ Ensure the reception and rational placement of documents in the archive (including personnel documents).
 - ✓ Ensure the accounting and safety of documents in the archive.
 - ✓ Organize the use of archival documents for scientific, reference and practical purposes.
 - ✓ Provide organizational and methodological guidance and control over the work of the organization's archive and the organization of documents in office work.

What job?

- secretary,
- archivist,
- clerk,
- HR specialist/inspector
- archivist

Duration of study: 1 year 10 months

Number of contractual places – 25