

## Job Card

- Job title: Manager of Education Services and Labs Unit.

### Job Reference

- Faculty Dean and Vice-Dean.

### Responsible for

- Employees of Education Services and Labs Unit.

### Job Summary

- Supervise the classrooms and labs and supervise the equipment requests related to the different labs.

### Job Description

- Supervise the Education Services and Labs Unit.
- Responsible in front of the Faculty Dean and Vice-Dean about achievement of works assigned to him, in safety procedures of the scientific equipment and maintenance of scientific departments labs, classrooms and equipment with the General Administration of Education Services.
- Follow-up scientific departments' requests with the General Administration of Education Services.
- Follow-up the faculty requests related to equipment, labs and classrooms with the units in charge, both financially and administratively.
- Follow-up the completion of the forms related to equipment, labs and classrooms, prepared by the General Education Service Administration and convey them to the related units.
- Follow-up the unused or faulty equipment in the scientific departments and inform the related units as shown in the forms.
- Follow-up the unused chemicals in the scientific departments and return them to the chemicals store, keeping their titles clear, with the General Education Service Administration.
- Able to develop performance in his area of charge in the faculty.
- Perform any other work, related to his job, assigned to him by the Faculty Dean and Vice-Dean.
- Coordinate the scientific departments' requests, conditioned no repetition of the same object in the faculty request.
- Follow-up and revise the request forms with the scientific departments and ensure completion of all items and required signatures.
- Insure safety procedures in the labs and classrooms, in cooperation with the units in charge.
- Follow-up the maintenance procedures for the labs and classrooms with the units in charge.
- Follow-up the maintenance procedures for the scientific equipment with the General Education Service Administration.

- Follow-up the renewal procedures for the labs and classrooms with the units in charge.
- Communicate with the different administrations related to his affairs in the university.
- Assign a clear and realistic strategy for better education services.
- Formulate strategies required for better quality and excellence in achieving faculty objectives.
- Put a plan to supply the education services to all scientific departments in the faculty.
- Formulate a database and sufficient information about the equipment and chemicals in the faculty.
- Assign a cooperation form between the scientific departments for best utilization of the labs and equipment.
- Hold periodical meetings with the scientific departments to put chronological plans to fulfill their requirements.
- Establish a reference library for the books, references and documents in addition to and education services' database concerning labs, classrooms and equipment.

### **Qualifications and Experiences**

- Bachelor degree with the relevant experience at least or Master degree.
- One year experience in education services.

### **Skills and Abilities**

- Competent to perform the required tasks.
- Has a leading personality and willing to take responsibility.
- Skilled in communication with employees, encouraging them for team work.
- Fluent in written, read and spoken English.
- Proficient in using computer.