

## Job Card

- Job title: Manager of Dean Office.

### Person In-Charge

- Faculty Dean.

### Responsible for

- Secretary of Dean and those having direct relation with the Dean's Office.

### Job Summary

- Schedule the Dean appointments, accomplish the administrative work with the units related to the Dean and supervise the organization of the Dean's meetings.

### Job Description

- Meet the editors and organize their meeting with the dean.
- Receive and open transactions related to the Dean Office, submitting them to the Dean for information and guidance.
- Respond to phone calls and take necessary action towards them.
- Accomplish the works of writing, printing and copying documents related to the Dean Office.
- Organize and save files of the Dean Office.
- Inform the scientific departments and the administrative units of the Dean memos.
- Perform any other work, related to his job, assigned to him by the Dean of the faculty.

### Qualifications and Experiences

- Diploma or Bachelor degree.
- One year experience in office management or secretary.

### Skills and Abilities

- Competent to perform the required tasks.
- Have a leading personality and willing to take responsibility.
- Skilled in communication with others, encouraging them to team work.
- Fluent in read, written and spoken English.