

## **Job Card**

- Job Title: Manager of Public Relations and Media.

### **Person In-Charge**

- Administration Manager.

### **Job Summary**

- Announce for conferences, meetings and seminars of the faculty and news of the faculty staff, in cooperation with the Public Relations Department at the University.

### **Job Description**

- Public relations with the internal and external areas.
- Highlight the events on the media and prepare programs worthy of this occasion.
- Highlight the role of the faculty through the celebration of different events.
- Participate in the preparation of scientific activities with the university scientific sectors and supervise the opening and closing ceremonies of these activities and media coverage.
- Meet delegations and faculty guests and prepare programs suited to them.
- Prepare and organize seminars and conferences on the faculty.
- Follow-up the proposals of the faculty staff and media experts in the development of the Unit's performance.
- Prepare leaflets and publications and any advertising and promotional supplies, memorial souvenirs and pictures and deal with the press kit of the Faculty in all its aspects.
- Arrange with the Public Relations and Media Administration in the University for the follow-up and declaration of the faculty staff news (academics, administrators and technicians) and coordinate with the Information Technology Unit for the display on the respective screens and the bulletin boards.
- Organize and print advertisements and scientific publications inside and outside the faculty after coordination with the various sectors in the faculty.
- Prepare and arrange the visiting programs to the faculty guests.
- Follow up on what is published about the faculty in local newspapers and present them to the Faculty Dean.
- Establish ongoing and regular relations with the relevant departments in the interest of the Faculty after obtaining the approval of the dean.
- Coordinate with the various scientific departments and the University Administration to highlight the extent of the expansion of the activities of the faculty.
- Coordinate with the student activities committees for class meetings and extra-curricular student activities.
- Perform any other work, assigned to him by the Dean of the Faculty.
- Prepare and follow-up the regular papers of faculty visitors from outside the Kingdom.
- Provide application forms for the Visiting Professor.

### Qualifications and Experiences

- Bachelor of Art (Media and Public Relations and Media).
- One year experience at least in media.

### Skills and Abilities

- Competent to perform the required tasks.
- Willing to take responsibility.
- Skilled in communication with others.
- Proficient in using computers.
- Fluent in read and written English.

