



Job Descriptions For Academic And Administrative Tasks

Preparation

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The job description of the academic and administrative tasks of the college includes:

- Academic leaders of the college.
- Members of the teaching staff and the supporting staff.
- Administrative leaders of the college.
- Units and centers of the college.National Academic

Job description for academic leaders

•Dean of the College:

He handles the affairs of the college and manages its scientific, administrative and financial affairs. He is responsible for the implementation of university laws and regulations, as well as the implementation of the decisions of the College Council, the University Council and the Supreme Council of Universities.

Vice Dean for Education and Student Affairs:

One of the members of the college's administrative structure to manage the education

Vice Dean for Postgraduate Studies and Research:

He prepares a plan for postgraduate studies and scientific research in the college based on the proposals of departmental councils and specialized committees.

Vice Dean for Community Service and

Environmental Development:

Coordinating between the various college bodies and its scientific departments regarding the formation of a work team to develop various projects in the field of community service and environmental development and follow up on their implementation..

Job description for faculty members and their assistants

For the professor:

1. Participate in student activities and the activities of the Performance Evaluation and Quality Assurance Unit.
2. Doing scientific research.
3. Supervising scientific theses.

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and student affairs sector.

For the assistant professor:

1. Teaching in the department for undergraduate and postgraduate students.
2. Doing scientific research.
3. Supervising scientific theses.
4. Participation in scientific conferences and seminars.
5. Participation in department and college councils as well as scientific committees.

For the teacher:

1. Teaching in the department for undergraduate and postgraduate students.
2. Doing scientific research.
3. Supervising scientific theses.

For the assistant lecturer and demonstrator:

1. Teaching scientific classes in the department for undergraduate students.
2. Doing scientific research.

Job description for the administrative leaders of the college

College Secretary:

Overseeing all financial and administrative activities of the college.

Student Affairs Department:

Participate in setting up the registration system and registering students and their status sheets, whether for Egyptians or expatriates.

Personnel Affairs Department:

Follow-up of appointments, bonuses, transfers, promotions and secondments of employees and faculty members.

Department of Postgraduate Studies, Scientific

Research and Cultural Relations:

Carrying out registration procedures for diplomas, master's degrees, and doctoral degrees for various specializations.

College centers and units

Quality Assurance Unit:

It is an independent scientific unit that reports to the

Crises, Disasters, Security and Occupational Safety Unit:

Providing security and safety for the faculty, staff and students of the college.

Student Support Unit:

Follow up the academic performance of students continuously and find cases of academic failure.

Research Funding and Development Unit:

Preparing and following up data on research for master's and doctoral degrees and preparing statistical data annually.

3. Participation in scientific conferences and seminars.

dean of the college administratively and the quality assurance center of the university technically.