**Tasks of Technical Affairs Agency**

**The Vice Dean for Technical Affairs**

The Vice dean's tasks are related to the production of e-courses, and providing technical support for employees of the deanship and the educational and technical projects at the university, and supervision of electronic systems and implementation of e-projects, and processing technical infrastructure for Deanship and its maintenance, and supervision of the maintenance and operation of LMS and other systems, and is followed by an administrative four units :

1) LMS Unit.  
2) Technical Support Unit.  
3) E-courses Development Unit.  
4)  E-tests Development Unit.

these units' tasks are mintioned in the deanship guide .. and the Vice Dean for Technical Affairs is entrusted for the following tasks:

* Supervise the functioning of the Agency's units, and the development of operational plans to raise the level of performance.
* Establish rules of work procedure  of the agency's general description and duties of its staff and coordination mechanism between its units.
* Supervise the implementation of the operational plan of the Agency.
* Supervise the follow-up operation and maintenance mechanisms of educational programs as LMS and similar systems in coordination with the Deanship agency for Academic Affairs.
* Supervise the processing and evaluation of the technical infrastructure atthe deanship in coordination with the Deanship of Information Technology.
* suggest specialized training programs for the staff in technical and technological aspects and forwarded these suggessions to the competent authority in the deanship.
* recommendation of the agency need of services from faculty members or others, to work in professional and technical affairs in accordance with the university systems.
* Coordinating the work and projects with other agencies related to the deanship.
* submit reporting and achievements of the agency periodically to the Dean for approval.
* Implementation of the assigned tasks by the the Head of the Deanship Council .