

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 mentioned in the deanship guide .. and the Vice Dean for Technical Affairs is entrusted for the following tasks:

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- 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 at the deanship in coordination with the Deanship of Information Technology.
- suggest specialized training programs for the staff in technical and technological aspects and forwarded these suggestions 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.