



ASSISTANT DEAN Job Description

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The Assistant Dean works together with the Dean to ensure that the faculty is managed harmoniously in accordance with the relevant laws and regulations, and that all educational, instructional, research, and other activities of the faculty at every level are carried out in a regular and efficient manner.

MAIN RESPONSIBILITIES

1. To assist the Dean according to the distribution of authority and duties determined by the Dean.
2. To carry out the duties assigned by the Dean.
3. To act on behalf of the Dean in cases where the Dean is on duty elsewhere or on leave.
4. To conduct all activities in accordance with the information security objectives, policies, and information security management system documents.
5. To fulfil the academic duties assigned to him/her by Laws, Regulations, and By-Laws.
6. The Assistant Dean is responsible to the Dean.

Prepared by Strategy and Quality Development Department Signature	Reviewed by Secretary General Signature	Approved by Rector Signature
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