

- Collaborating with the faculty director to collect and set up new educational methods
- Provide and set up training programs in cooperation with educational groups and other qualified persons
- Supervising all issues related to publications and preparing and arranging pamphlets and exam questions and quizzes.
- Supervising the preparation and planning of exams and other training courses
- To measure the administrative, educational and service needs of the faculty and to provide them
- Performing school affairs and issuing necessary commands in the absence of the head of the faculty, with equal authority
- Participate in various meetings and meetings
- Supervising the work of supervised staff and guiding them in doing the work
- Provide the necessary reports of the work done to the faculty
- Supervising administrative work and performing other related work in accordance with regulations