

# Guide of Job Description for the College of Engineering/University of Warith Al-Anbiyaa

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Approval of the Honorable Dean of the  
Faculty of Engineering:

The aim of the job description guide is to clarify the tasks and responsibilities of the administrative structure within the College of Engineering at the University of Warith Al-Anbiya (peace be upon him). This could lead to a clear understanding for the tasks of each job specified within the administrative official in the college, thus enhances the effective performance for all the college personals. As a result, this would achieve the college's goals and mission in the five engineering departments (civil– biomedical – refrigeration and air conditioning – oil and gas – and aircraft).

### **1. Dean of the College:**

- **Tasks and responsibilities:**

- Chairman of the College Council
- Represents the college in the university council.
- The highest president and direct for all college departments
- General supervision for all college activities including the administrative, Scientific, and research tasks.
- Developing the college's strategic plans and supervising their implementation.
- Representing the college in the high-level meetings and conferences.
- Evaluation of the performance for all departments and faculty members.
- Signing twinning agreements and memoranda of scientific cooperation with other colleges.

## 2. Assistant Dean for Academic Affairs

- **Responsibilities:**

- Follow-up of student affairs for undergraduate studies in all scientific departments in the Faculty of Engineering.
- Supervising academic affairs in the college, such as following up on scientific research and patents completed by faculty members.
- Performance evaluation for the professors and staff, and ensure the quality of education.
- Preparing memoranda of understanding and scientific cooperation between our college and other higher education institutions, other state sectors, and institutions, and following up on the implementation of the provisions of these memoranda in a manner that serves the interests of both parties.
- Supervision on the conferences and seminars held by the departments affiliated with it at the college center.

## 3. Assistant Dean for Administrative Affairs

- **Responsibilities:**

- Administrative Operations and Human Resources Department.
- Supervise the budget and financial expenses.
- Improve work procedures to ensure efficiency.
- Organizing and following up on employee leave forms and their rolling leaves.
- Follow-up on the appointment of teachers and employees in their jobs after completing the probationary period stipulated by law.

## 4. Heads of Scientific Departments

- **Responsibilities:**

- Supervising faculty members and students in the department.
- Developing curricula and ensuring the quality of education.

- Evaluate the department's performance and prepare the necessary reports.

## 5.Tasks of Faculty

### a. Professor

- **Responsibilities:**

- Teaching undergraduate and graduate students and scientific research.
- Preparing curricula, giving lectures, discussing scientific research and students' theses
- Postgraduate studies.
- Supervising postgraduate students and research submitted for graduation.
- Participates in the department's scientific committees and department council.
- It is possible that he/she holds senior positions in the college.

### b. Asst. Professor

- **Responsibilities:**

- Teaching undergraduate and graduate students and scientific research.
- Numbers Curricula, lectures, discussion of scientific research and theses of postgraduate students.
- Subscribe Member of the Scientific Committee For sections
- Supervision of postgraduate students.
- Membership of discussion committees for postgraduate students.

### c. Lecturer

- **Responsibilities:**

- Ability to teach and supervision on graduation research for primary study.
- Examination committee member
- He chairs and participates in the membership of various committees.

- It is possible he/she assumed positions of responsibility for the departments, administrative and scientific units of the college.

#### **d. Assistant Lecturer**

- **Responsibilities:**

- Ability on teaching and supervision on graduation research for the initial study and by decision of the Council College
- Gives lectures in science laboratories
- Participate as a member in different committees.
- Participation in putting questions Examination committees.

#### **6. Dean's Office Manager**

- **Responsibilities:**

- Coordinate agendas and meetings for the Dean.
- Preparing reports and official letters.
- Correspondence and email management.

#### **7. Human Resources Officer**

- **Responsibilities:**

- Manage and update employee records.
- Follow up on recruitment and contract procedures.
- Providing support in resolving administrative problems.

#### **8. Learning Coordinator**

- **Responsibilities:**

- Managing the e-learning platform and providing technical support.
- Development of digital educational content.
- Training faculty members on the use of educational technology.

## 9. Administrative staff

- **Responsibilities:**

- Print orders Administrative In college and doing other tasks such as registering students and preparing graduation documents.
- Providing various administrative services to the college departments.

