

**Position Title: Dean**

**College/Department: College of Business Administration**

**1. Position Purpose:**

The Dean of the College of Business Administration provides leadership and vision to the College's administration, academic programs, curriculum development, and faculty and staff development. By so doing, he contributes to the University's overall planning and development. Working with the faculty, the Dean provides leadership and advocacy for strategic and budgetary planning; faculty and staff recruitment, development, and evaluation; excellence in teaching, creative activity, research, and scholarship; university and community relations; curricular and fiscal management; enrollment and marketing planning; student recruitment and retention; program review; and accreditation. The Dean is also responsible for keeping the appropriate records for program assessment and for ensuring that the college follows relevant accreditation standards.

**2. Major Duties and Responsibilities:**

- Takes responsibility for leading the College with vision, creativity and excellence.
- Provides collaborative and collegial leadership for the College.
- Designs and implements the academic plan as it relates to the College of Business Administration.
- Develops, implements, promotes, and evaluates curriculum.
- Oversees and manages development and delivery of the Executive MBA Program, coordinating with the Director of Research and Continuing Education. The Dean is responsible for the academic aspects of the program and has participating control over the program.
- Supervises the management, development, and evaluation of curriculum for the College.
- With the help of the department chairs, recruits, supervises, and evaluates full-time and adjunct department faculty and support staff.
- Promotes and fosters professional development activities related to academic leadership, classroom instruction, instructional technology, and support staff development.
- Develops and implements department budget and planning documents.
- Works with department chairs to coordinate student program activities.
- Ensures the vitality, currency, and academic excellence of the College's programs.

- Collaborates with the Vice Rector for Academic Affairs, other Deans and PMU administrative officers to achieve the objectives of the University.
- Oversees the overall assessment program and for ensuring that relevant accreditation standards are followed and maintained.

You may directly send in your resumes at:

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