

**This unit specializes in identifying the objectives, policies and various activities of the deanship and its outputs in the media and highlighting its educational and academic identity as required and improve the intellectual picture of Deanship and strengthening the deanship relationship with its employees and outer society and establishing positive concepts about it and highlight its achievements to strengthen its position. the head of the unit is assigned by the Dean, and associated to the administrative and financial affairs director administratively and organizationally he presents annual report on the progress of the work and activities of the unit to the administrative and financial affairs director.**

#### **Tasks of the Unit:**

- Identify the role and mission of the deanship and provide university colleges and departments with its services and activities.**
- Plan and work to build a positive image of the deanship inside and outside the university.**
- Communicate with the media to spread the message of the deanship, and cover its events and occasions, and provide them with their news activities.**
- Record what is being published in various media, which concerns the Deanship and relates to its activities and then save and index it and submit it to the Dean on the Deanship website.**
- Present all the different events, activities, seminars and conferences and students' activities of the deanship and published it in the media.**
- Prepare and arrange the reception of the Deanship guests and its new employees and to welcome them to introduce them to the deanship and units.**
- Preparation and organization of occasions and events organized by the deanship.**
- Reception of the Deanship clients, to assist and facilitate their mission.**
- Coordination with the Department of Public Relations and Media at the university and the relevant authorities in matters of interest to the deanship.**